45/989

IN - OFFICE COST SAMPLING SYSTEM

FIELD OPERATING INSTRUCTIONS

Rates & Classification Department
Information Requirements Division

September 23, 1989

Handbook F-45

PI. 31/14:

READEX FICHE best copy available

U. S. Postal Service
Washington, D.C.

In-Office Cost Sampling System
Field Operating Instructions

Transmittal Letter #15
September 23, 1989

A. EXPLANATION

This handbook is to serve as a training aid and reference for employees at management sectional centers and post offices who conduct the In-Office Cost Sampling System (IOCS) tests. The handbook should be used in conjunction with the In-Office Cost Sampling System: Mail Identification Examples Handbook, F-46. The F-45 and F-46 Handbooks and the Notice 3C Automation Compatibility and Mail Dimensions Standard Template, are to be used in the completion of Form 2600, questionnaire.

B. DISTRIBUTION

1. **Initial.** This handbook is distributed to postal facilities participating in the IOCS System.

2. **Additional Copies** Order on Form 7380, Supply Center Requisition, directly from your area supply center.

C. COMMENTS

1. **CONTENT.** Refer all questions and suggestions regarding the content of this document to:

   Information Requirments Division
   Cost Statistics Branch
   U. S. Postal Service
   Washington, DC 20260-5325

2. **CLARITY.** Refer all questions regarding the organization and editing of this document to:

   Document Control Division
   U.S. Postal Service
   Washington, DC 20260-1571

D. INTERPRETATION

The singular pronouns "he" and "she" are used in this handbook for clarity or convenience only. They are used in a generic sense and therefore apply to both male and female employees.

E. CANCELLATIONS

Transmittal Letter 15 makes all previous issues of Handbook F-45, F-45A, Notice 3C, and update memos obsolete.

F. EFFECTIVE DATE

This Handbook is effective on September 23, 1989.

Frank R. Heselton
Assistant Postmaster General
Rates and Classification Department

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NOTE: The paragraphs in this handbook are numbered consecutively.

I. INTRODUCTION

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A. GENERAL

1. The U.S. Postal Service is required to develop cost information for each class of mail, rate category, and type of service. These costs are used to develop proposals for new postal rates, to assist in the preparation of budgets, and to conduct management studies. Although the total operating costs of the Postal Service are available from the book of accounts, these records do not show how much of the total costs should be attributed to each specific class and subclass of mail and special service.

2. The function of the In-Office Cost System (IOCS) is to provide data for estimating attributable labor cost in CAGs A through K post offices and special processing facilities for each class, subclass, and special service. The IOCS's work sampling procedures provide data to estimate the proportion of total time spent on processing each type of mail and providing each special service. Time proportions are then used to estimate the cost attributable to each class and subclass of mail and to each special service. This handbook provides the data collection procedures to be used by trained data collection technicians supporting the IOCS System.

B. FORM 2600, IOCS QUESTIONNAIRE

3. Form 2600, the In-Office Cost System Questionnaire is used to collect IOCS data. The form is designed to collect data for subsequent entry into the GRiD Computer and/or be read by an optical scanning process called FOSDIC (Film Optical Sensing Device for Input to Computers). The FOSDIC system marking requirements are described in detail in Chapter III. To obtain the best data results, it is imperative that these instructions be followed at all times when completing Form 2600 for the IOCS GRiD FOSDIC matching operation. FOSDIC also requires that the proper number markings be made for each question on the form.

4. Since the IOCS readings must be as error-free as possible, Form 2600 must be completed by responsible and knowledgeable individuals, preferably those whose normal full-time duties are associated with field implementation of the In-Office Cost program in the post office. Data collection technicians or other similarly trained employees should be assigned to take readings under this program. Also, employees working in the functional areas of finance, PSDS and data collection must be properly trained to complete Form 2600. All personnel who take readings must have studied this handbook and any available training material for the IOCS. Throughout this handbook the employee who completes Form 2600 will be called the data collector.

5. The Form 2600 is the basis for much of the ratemaking process. The data from the 2600 must be as useful as possible. Quality data and ultimately the ability to make accurate projections depend on proper data collection techniques. All entries made on Form 2600 must be consistent with the "flow of the form" and follow the directional statements on the form exactly.

6. You must follow directions when completing the Form 2600. Knowingly providing false or misleading information may result in criminal prosecution. Therefore, under the design of the In-Office Cost system, everyone involved is responsible for the proper collection of the required information.

II. ORGANIZATIONAL RESPONSIBILITIES

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A. HEADQUARTERS

7. Responsibility for providing managerial guidance for administrative operation of the IOCS is assigned to the following Headquarters units.

8. The Systems Development Division has overall responsibility for selecting the participating offices, maintaining the basic design of statistical sampling systems, and analyzing data necessary to assure system integrity.

9. The Statistical Reporting Division has overall responsibility for insuring that data collection is carried out according to official procedures. This includes on-site observations of the data gathering process to assess program compliance and program knowledge..

10. The Information Requirements Division has overall responsibility for establishing IOCS data collection procedures. The division is also responsible for developing data systems and conducting special studies consistant with sound economic theory and Postal Service attributable costing policy. The division analyzes the output of costing systems and develops projections of future year attributable data.

11. The Office of Revenue and Cost Systems coordinates activities of the Systems Development Division, Statistical Reporting Division and Information Requirements Division.

B. POSTAL DATA CENTERS

12. MINNEAPOLIS, MN (PDC) is responsible for selecting each employee to be read (sampled). Selections are made from current payroll tape records, according to prescribed social security ending digits selected by Headquarters. Selection of employees is performed each week of a pay period 21 days before the start of that pay period. The necessary information pertaining to each employee is printed on a self-stick label, Label 34. The PDC is responsible for mailing the labels of selected employees every other week to the appropriate field office, three weeks in advance of the start of the pay period. One copy of the list of selected employees is mailed to the Information Requirements Division, Attention: Cost Statistics Branch in Headquarters. A magnetic payroll tape containing Label 34 information is mailed to the National Information Systems Support Center.

C. RATES AND CLASSIFICATION CENTER

13. This Center, through its Statistical Programs Coordinator, is responsible for:

a. Providing continual orientation to all appropriate management sectional center and post office personnel. The Center also supports Divisional efforts to monitor the operation of all In-Office Cost tests to assure that they are being conducted in accordance with official instructions.

b. Emphasizing to the postmasters at all participating post offices that they will be held strictly accountable for the integrity of the In-Office Cost Test. Such integrity is considered as important as the prompt dispatch of mail and improved productivity. Negligent or indifferent reporting will be documented and reviewed in evaluating the postmaster and staff.

c. Assigning qualified personnel, including domiciled personnel to make visits to all participating post offices to insure monitoring is being performed according to guidelines furnished by Headquarters. The monitoring covers all aspects of the In-Office Cost System at post offices visited.

d. Maintaining continual liaison with the Information Requirements Division on all aspects of the In-Office Cost program, reporting progress, and bringing to its attention technical policy matters for resolution.

e. Implementing, in conjunction with the Field Division Statistical Programs Coordinator and associate post office any revisions in procedures.

f. Installing the In-Office Cost System and providing training when a post office is newly selected to participate in this program.

g. Providing continual technical guidance and training to data collection personnel.

h. Continuously exercising authority to assure that every reading, regardless of when it occurs during the day or night is taken by a qualified and responsible employee.

i. Maintaining quality control to insure that all forms are completed properly and taking appropriate follow-up action needed to significantly reduce and eliminate missed readings, data omissions, and errors on forms.

D. FIELD DIVISION

14. The Field Division General Manager/Postmaster is responsible for the proper implementation of the In-Office Cost System in all selected offices in her jurisdiction.

15. Division Operations Support personnel provide necessary assistance as requested, in implementing required procedures.

16. City and Field Operations personnel provide necessary assistance as requested, in implementing required procedures.

17. Division Human Resources personnel provide assistance, as requested, regarding orientation and training programs implemented by Headquarters, including liaison with employee organizations.

18. The Controller is responsible for seeing that In-Office Cost readings are conducted according to the established procedures. The Controller is assigned division-wide administrative responsibilities, and provides guidance and direction in all major facilities in the division, including the division host office, associate offices, MSCs and BMCs. Duties include:

    a. Maintaining an on-going division-wide monitoring program.

    b. Implementing guidelines for maintaining the integrity of division-wide statistical programs.

    c. Maintaining control of data collection reports as well as maintaining weekly schedules of sampling reports and assignments.

19. The Statistical Programs Coordinator is assigned division-wide responsibility for operating and maintaining the integrity and accuracy of the In-Office Cost Program. Duties within this position include:

    a. Implementing national guidelines for In-Office Cost Programs.

    b. Installing and maintaining an on-going monitoring program.

    c. Coordinating and participating in a comprehensive division-wide training program designed to enhance techniques of data collection and reporting.

    d. Preparing weekly schedules and assignments; examining sample selection lists; and maintaining data collection reports to ensure the accountability of all readings.

e. Administering and supervising data collection for the Division host office.

f. Calling to the Division Controller's attention, significant problems which might compromise either the data collection system or the proper operating of the post office as a result of the In-Office Cost Program.

E. MANAGEMENT SECTIONAL CENTER

20. The Statistical Programs Administrator is responsible for the collection of statistical data associated with national programs relating to revenue, cost, and service within an assigned MSC area. Responsibilities of the administrator include:

a. Implementing and operating the In-Office Cost readings in her office.

b. Assuring that the integrity of the In-Office Cost system is not sacrificed for operating expediency.

c. Indoctrinating all supervisory personnel in the importance of the In-Office Cost readings, and requiring them to explain in writing any instances of perfunctory or negligent performance for which they or their subordinates are responsible. All offenders will be counseled by the manager or postmaster.

d. Reporting action taken on monitors' recommendations to the Division.

e. Installing the In-Office Cost Program and providing training when a post office is newly selected to participate in these programs.

f. Providing continual technical guidance and training to post offices.

g. Continuously exercising authority to assure that every reading, regardless of when it occurs, is taken by a qualified and responsible employee.

h. Maintaining quality control to insure that all Forms 2600 are completed properly and taking appropriate follow-up action as needed to significantly reduce and eliminate missed readings, data omissions, and errors on Forms 2600.

i. Assuring that data collectors are aware that they must carry an automation compatibility template, scale, rate charts and Form 2600 and that the F-45 and F-46 handbooks are readily available.

F. FINANCE DIRECTOR AT POSTAL FACILITIES

21. The Director of Finance is responsible for the effective and efficient operations of In-Office Cost readings. In offices without a Finance Director, the responsibility applies to the postmaster or designee. This includes the following:

a. Implementing and operating the In-Office Cost reading in the offices.

b. Assuring that the integrity of the In-Office Cost system is not sacrificed for operating expediency.

c. Providing transportation for the data collector whenever necessary.

d. Calling to the postmaster's attention significant problems which might compromise the quality of either the data being collected or the proper operation of the post office.

e. Educating all supervisory personnel in the importance of In-Office Cost readings, and requiring them to explain in writing instances of perfunctory or negligent performance for which they or their subordinates are responsible.

f. Affixing the self-stick Label 34 to the appropriate space on Form 2600.

g. Determining the facility type, reporting time and end time (Question 2 on Form 2600).

h. Computing the scheduled time of reading from the reading sequence number and random starting time, both of which are shown on the Label 34.

i. Reviewing Forms 2600 for completeness and reasonableness.

G. DESIGNATION OF PARTICIPATING OFFICES

22. A sample post office is designated to provide periodic reports of revenue and cost analysis information. The assignment is a regular postal function at designated offices, and postmasters shall assure the accurate and complete accumulation and reporting of required data.

23. Participating offices are systematically selected depending upon CAG and function. All post offices and facilities are grouped according to their revenue units and functions performed.

24. Selection of sample offices from each group is based on the general and specific type of postal operations, population, and geographic location which reflect typical and current conditions within the group. Additional offices are selected to report specific supplemental data where necessary to insure satisfactory coverage of all postal operations.

25. The participating post offices and facilities are not selected for any specific length of time. Before each fiscal year, designated post offices and other postal installations comprising the sample groups assigned to the sampling frame, are examined to determine current status. Also examined are offices not assigned to the sampling frame. Based upon this analysis, a determination is made whether to continue or discontinue designations to the sample frame based on changes in group offices by receipts and other pertinent factors. Offices are notified when changes are made in assignments.

H. OVERVIEW

26. The requisites for the statistical program (data collection) function refer to the overall function of providing timely and accurate information with regards to the costs associated with classes of mail in support of the Postal Services's critical ratemaking process. The organization and delegation of responsibilities are an effort to expedite data collection activities. This organization is mandated and implemented under the relevant personnel guidelines.

III. FOSDIC NOTATION AND MILITARY TIME

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A. FOSDIC NOTATION

27. The In-Office Cost System Questionnaire, Form 2600, has been designed to be read by the FOSDIC (Film Optical Sensing Device for Input to Computer) machine.

28. The Computerized On-Site Data Entry System is now used to transmit IOCS data. Numeric entries for the Form 2600 are to be made in the boxes provided, unless the forms are being retrieved for the GRiD/FOSDIC comparison survey, in which case you must fill in all bullets for non-blank entries.

29. The FOSDIC machine is easily confused by fingerprints, folds, smudges, and cigarette ashes or burns. Therefore, it is important that you make only the proper type of entries and that you keep the questionnaires neat and clean.

30. Follow these rules when completing a form:

    a. Use a black lead pencil to mark the circles, preferably a number 2 lead pencil or a mechanical pencil containing a number 2 black lead. Do not use ball point, felt, or other types of pens.

    b. Press down hard enough so that the entry is dark. A light entry may not be read.

    c. Generally, you must fill in all leading and trailing zeros.

d. Do not fold, tear, staple, or otherwise damage the edges of the Form 2600, because FOSDIC begins reading the questionnaire at the edge of each page.

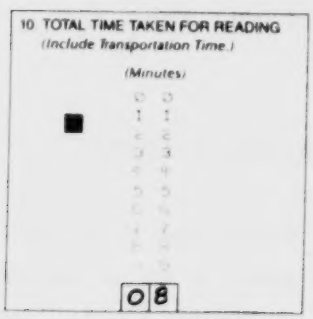
e. Do not make extra marks on the Form 2600. When marking a circle or number, do not allow the mark to get outside of the circle or number.

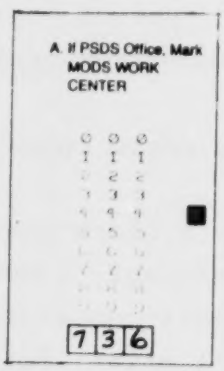
f. Do not make footnotes or write on the form, except in the "Remarks" section.

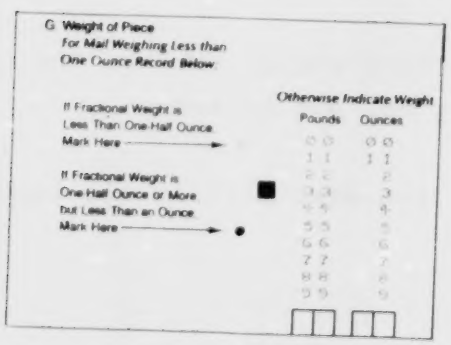
g. Do not submit photocopies of the form.

31. The following are examples of some of the FOSDIC notations used on Form 2600. The form should be completed as follows:

a. Total Reading Time: 8 minutes
b. MODS Work Center: 736
c. The weight of the piece: 0.64 ounces






G. Weight of Piece
For Mail Weighing Less than One Ounce Record Below.
If Fractional Weight is Less Than One-Half Ounce Mark Here
If Fractional Weight is One-Half Ounce or More but Less Than an Ounce Mark Here
Otherwise Indicate Weight
Pounds
Ounces

32. NOTE: If you fill in the wrong circle or mark the wrong number, erase the mark carefully and completely. Then mark the correct number or circle.

B. MILITARY TIME

33. Use military hours and minutes on the Form 2600. Military time records minutes from 01 to 59 and hours from 0100 (1:00 am) to 2400 (midnight).

a. Between 1:00 a.m. and 12:59 p.m., non-military and military times are the same (although the notation is slightly different, 9:45 a.m. = 0945).

b. From 1:00 p.m. until midnight, military time equals non-military time plus 1200. Examples:

9:45 p.m. = 1200 + 945 = 2145
11:59 p.m. = 1200 + 1159 = 2359.

c. From midnight (2400) until 1:00 a.m. the following rule applies: No hours are recorded; minutes elapsed after midnight are added to 0 hours. Examples:

12:18 a.m. = 0000 + 18 = 0018;
12:01 a.m. = 0001 in military time.

Non-Military Time	Military Time
12:00 midnight	2400
12:01 a.m.	0001
1:00 a.m.	0100
1:10 a.m.	0110
12:00 noon	1200
12:59 p.m.	1259
1:00 p.m.	1300 (1200 + 100)
1:15 p.m.	1315 (1200 + 115)
7:00 p.m.	1900 (1200 + 700)

IV. FORM 2600

U. S. POSTAL SERVICE / IN-OFFICE COST SYSTEM QUESTIONNAIRE – FY 1990

AFFIX LABEL

1. SOCIAL SECURITY NUMBER

2A. FACILITY TYPE

2B. TOUR

2C. REPORTING TIME (Military Time) (Scheduled) (Actual)

2D. ENDING TIME (Military Time) (Scheduled) (Actual)

3. SCHEDULED READING TIME (Military Time) Hrs. Min.

4. ACTUAL READING TIME (Military Time) Hrs. Min.

5. MARK APPLICABLE CIRCLE(S)

A. EMPLOYEE IS EARNING:
- ○ Night Differential
- ○ Sunday Premium
- ○ Holiday Work Pay

B. EMPLOYEE IS IN:
- ○ Overtime Status

C. EMPLOYEE IS ON:
- ○ Light/Limited Duty

6. SAMPLE METHOD
- ○ 1 On Location
- ○ 2 By Phone
- ○ 3 Return Phone Call

7. RESCHEDULED

A. Is this reading to be rescheduled?
- ○ Yes

If Yes, Complete 10, 11, 12, 13 and STOP.

B. Is this a rescheduled reading?
- ○ Yes

Complete Rest of Form.

8. If Employee is in one of these CATEGORIES, Mark Appropriate Circle.

PAID STATUS
- ○ A Annual Leave
- ○ B Sick Leave
- ○ C Loaned to Others
- ○ D Guaranteed Time
- ○ E 5-Minute Leeway Time(FLSA)
- ○ F Military Leave/Cont. of Pay
- ○ G Jury Duty/Court Leave
- ○ H Other Paid Leave

UNPAID STATUS
- ○ I Nonscheduled
- ○ J At Lunch
- ○ K Terminated, Resigned or Retired
- ○ L Transferred
- ○ M Leave Without Pay
- ○ N Split Shift

Complete Questions 9, 10, 11, 12, 13, and STOP.

9. If ROSTER DESIGNATION OR ACTIVITY CODE has changed, mark new one(s).

Roster

(If Roster is 71 or 72 or Designation Ends in 5, 6, 7 or 8, Complete 10, 11, 12, 13, and STOP.)

Activity

(If New Activity Code is 1, 5 or 9, Complete 10, 11, 12, 13, and STOP.)

10. TOTAL TIME TAKEN FOR READING *(Include Transportation Time.)* *(Minutes)*

11. DATA COLLECTORS NAME *(Print)*

Name _____

Title _____

WARNING: KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION MAY RESULT IN CIVIL OR CRIMINAL PROSECUTION.

13. DATA COLLECTOR ID #

14. EMPLOYEE'S OFFICIAL ROSTER DESIGNATION AT THE TIME OF THE READING

(Mark Appropriate Circle)
- ○ SUPERVISOR OR ACTING SUPERVISOR – *GO TO QUESTION 15.*
- ○ CARRIER OR MESSENGER – *GO TO QUESTION 16, PAGE 3.*
- ○ CLERK OR MAILHANDLER – *GO TO QUESTION 18, PAGE 4.*

12. PERSON SUPPLYING DATA *(Phone Reading Only) (Print)*

Name _____

Title _____

8. Mark Occupation Code of employee at time of reading

15. If Employee is SUPERVISOR or ACTING SUPERVISOR, Complete A, B and C.
A. Print Job Title of sampled employee at the time of the reading

_____

15. Continued — SUPERVISOR'S RESPONSIBILITY

C. Involvement With Employee(s)

(1) Does the ACTIVITY the SUPERVISOR is engaged in at the time of the reading involve any employees?

- No — *Go To (5) and Mark the Category that Describes the SUPERVISOR'S RESPONSIBILITY at the Time of the Reading*
- Yes — *Go To (2)*

(2) At the time of the reading, is the SUPERVISOR involved with Craft-Level employees that he/she normally supervises?

- No — *Go To (3)*
- Yes — *Go To (5) and Mark the Category Describing the Craft-Level Employee(s) Involved.*

(3) Is the sampled SUPERVISOR involved with another supervisor at the time of the reading?

- No — *Go To (5) and Mark the Category that Describes the SUPERVISOR'S RESPONSIBILITY*
- Yes — *Go To (4)*

(4) Is the sampled SUPERVISOR responsible for the supervisor he/she is involved with?

- No — *Go To (5) and Mark the Category that Describes the Responsibility at the Time of the Reading of the Sampled SUPERVISOR.*
- Yes — *Go To (5) and Mark the Category that Describes the Subordinate Supervisor's Responsibility at the Time of the Reading.*

(5) CATEGORIES of Craft-Level Employees *(Mark Only One)*

- **A** Clerks and/or Mailhandlers — *Go To D.*
- **B** Carriers and/or Messengers — *Go To E.*
- **C** Clerks and/or Mailhandlers AND Carriers and/or Messengers — *Go To D. Continue To E.*
- **D** Other Craft-Level Employees — *Go To F.*
- **E** NO CRAFT-LEVEL EMPLOYEES — *Go To G.*

AND Mark the Specific Area(s) that Describe the Responsibility at the Time of the Readi

D. CLERK/MAILHANDLER Activities *(Complete as Applicable)*

- **1** PLATFORM OPERATIONS — *(If Marked, Complete One or More)*
  - **A** Accepting Mail from Customer on Platform
  - **B** All Other Platform Work
- **2** COLLECTION AND PREPARATION OF MAIL
- **3** MAIL PROCESSING AND DISTRIBUTION — *(If Marked, Complete One or More)*
  - **A** Letters, Manual
  - **B** Letters, OCR/BCR/BCS
  - **C** Letters, LSM
  - **D** Flats, Manual/FSM
  - **E** IPP's
  - **F** Parcels
  - **G** Other *(Specify in REMARKS)*
- **4** MISCELLANEOUS OPERATIONS *(If Marked, Complete One or More)*
  - **A** Registry *(Only)*
  - **B** Postage Due
  - **C** Claims & Inquiry
  - **D** Central Mail Markup
  - **E** Express Mail
  - **F** Mailgram
  - **G** Special Delivery
  - **H** Nixie
  - **I** Other *(Specify in REMARKS)*
- **5** WINDOW SERVICE
- **6** ADMINISTRATIVE AND OTHER *(If Marked, Complete One or More)*
  - **A** Human Resources *(If Marked, Complete One or More)*
    - **a** Personnel
    - **b** Other
  - **B** Time & Attendance *(If Marked, Complete One or More)*
    - **a** PSDS/MODS
    - **b** Other
  - **C** Accounting/Auditing
  - **D** Headquarters/Regional/Other Studies
  - **E** Quality Control/Revenue Protection
  - **F** Marketing and Communication
  - **G** Industrial Engineering
  - **H** Transfer Office Work
  - **I** Handling Empty Equipment
  - **J** General Administrative
  - **K** Other *(Specify in REMARKS)*

E. CARRIERS/MESSENGERS *(Complete as Applicable)*

- **A** CITY DELIVERY *(Carriers)*
- **B** RURAL *(Carriers)*
- **C** SPECIAL DELIVERY *(Messengers)*

F. OTHER CRAFT-LEVEL EMPLOYEES → ○ *(Complete as Applicable)*

- **A** Vehicle Service
- **B** Maintenance Service
- **C** Other Crafts, (Not Clerks, Mailhandlers, Carriers, Messengers, Vehicle Service or Maintenance Service Employees)

G. NO CRAFT-LEVEL EMPLOYEES → ○ *(Complete as Applicable)*
Mark the Activity of the Supervisor

- **A** Training
- **B** Accounting/Auditing
- **C** Industrial Engineering
- **D** Quality Control/ Revenue Protection
- **E** Administrative Work
- **F** Human Resources
- **G** Marketing and Communica
- **H** Secretarial Work
- **I** Transportation Related
- **J** Production Control/Plannin
- **K** Other *(Specify in REMARI*

If Question 15D, 15E, 15F, or 15G IS COMPLETED GO TO QUESTION 26 ON PAGE 7.

16. If Employee is a CARRIER or MESSENGER, Answer A,B,C,D,E, and F as applicable

A. If PSDS Office, Mark MODS WORK CENTER

B. Route Type: *(Mark Only One)*

- ○ **A** Business—Foot
- ○ **B** Business—Motorized
- ○ **C** Residential—Foot
- ○ **D** Residential—Curb
- ○ **E** Residential—Park and Loop
- ○ **F** Mixed Business and Residential—Foot
- ○ **G** Mixed Business and Residential—Curb
- ○ **H** Mixed Business and Residential—Park and Loop
- ○ **I** Exclusive Parcel Post
- ○ **J** Parcel Post Combination
- ○ **K** Non-Parcel Post Combination
- ○ **L** Collection
- ○ **M** Relay Route
- ○ **N** Special Delivery
- ○ **O** OMMS *(Washington, D.C. Only)*
- ○ **P** Other Route Type *(Specify in REMARKS)*
- ○ **Q** In-Office { not assigned to a route and not assisting carriers *(Go To Question 18)*
- ○ **R** Training that cannot be assigned to a specific route type *(Specify in REMARKS and STOP)*

C. ROUTE NUMBER and LUNCH PERIOD

Route Number

Start Lunch Period *(If at Lunch, Mark Question 8)*

(Military Time)

Hours Minutes

D. Is Employee Clocked to STREET-TIME? *(Military Time)*

- ○ No — *Go To E.*
- ○ Yes → { *Time clocked to STREET-TIME* / *or mark* → ○ PSDS

Hours Minutes

{ *Go To E.*

E. Can Employee be Located on the Premises?

- ○ No, Employee is on the STREET — *(STOP, YOU HAVE COMPLETED THIS FORM)*
- ○ Yes. — *Complete F.*

F. ACTIVITY OF THE EMPLOYEE AT THE TIME OF THE READING.
Each activity includes incidental walking to and from the carrier's case. *(Mark Only One.)*

- ○ **A** Preparing Mail for Sequencing
- ○ **B** Sequencing or Casing Deliverable Mail
- ○ **C** Separating and/or Handling Nonaccountable Mail to be Picked Up by Customer
- ○ **D** Handling Undeliverable-as-Addressed Mail
- ○ **E** Withdrawing and Strapping Out Mail from Carrier Case
- ○ **F** Obtaining and/or Returning Accountable Mail and/or Keys
- ○ **G** Sweeping Mail from Distribution Cases *(Other than Carrier Cases)*
- ○ **H** Participating in a Safety Meeting
- ○ **I** Assisting on Headquarters/Regional/Other Test
- ○ **J** Writing Markups
- ○ **K** Handling Mail Collected on Route
- ○ **L** Performing Routine Office Work
- ○ **M** Preparing and Checking Vehicle
- ○ **N** Loading or Unloading Vehicle
- ○ **O** Clocking In or Clocking Out
- ○ **P** Taking Break/Personal Needs
- ○ **Q** Other *(Specify in REMARKS)*

(Go To Question 17)

17. Mark applicable directional statement below and continue.

- ○ **A** *EMPLOYEE IS HANDLING MAIL, GO TO QUESTION 21 ON PAGE 5.*
- ○ **B** *EMPLOYEE IS NOT HANDLING MAIL BUT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 25 ON PAGE 7.*
- ○ **C** *EMPLOYEE IS NOT HANDLING MAIL AND NOT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 26 ON PAGE 7.*

18. If employee is performing CLERK or MAILHANDLER activities at the time of the reading, complete this question. Mark WORK CENTER (If Applicable) in 18A.
Mark activity employee is engaged in at time of reading in ONE of the following sections: B, C, D, E, F or G. (Mark Only One Section)
A. WORK CENTER
If PSDS Office, indicate MODS WORK CENTER
If BMC, indicate BMC WORK CENTER
B. PLATFORM OPERATIONS — 1
A Weighing Section/Bulk Mail Verification
B Receiving Mail from Customer on Platform—Other than Weighing Section
C Caller Service
D Accepting Plant-Loaded Mail—Detached Mail Unit
E Dock/Ramp/Transfer Clerk/Transit Mail Expeditor
F Other Platform Work
(If Marked, Complete One of These)
a Loading/Unloading Vehicle
b Opening/Closing Vehicle
c Dock Transfer
d Handling Empty Equipment (Platform Only)
e All Other Work (Specify in REMARKS)
(If Question 18B is Marked, Go To Question 19.)
C. COLLECTION and PREPARATION of MAIL — 2
A Collecting Mail from Collection Box or Lobby Drop at Post Office
B Opening and Dumping
C Edging and/or Facing
D Culling
E Canceling
F Machine Facing and Canceling
G Rewrap
H Preparation of Mail—Other
(If Question 18C is Marked, Go To Question
D. MAIL PROCESSING and DISTRIBUTION (Complete Parts 1 & 2) — 3
PART 1
A Outgoing Primary Distribution
B Outgoing Secondary Distribution
C Combined Outgoing and Incoming Distribution
D Incoming Primary Distribution
E Incoming Secondary Distribution (If Marked, Complete One of These)
a Distribution to Carriers
b Distribution to PO Box Sections
c Sortation to PO Boxes
d Caller
e Mixed Post Office Box/Caller
f All Other Incoming Secondary Distribution
F Carrier Case Distribution (If Marked, Complete One of These)
a City
b Rural
PART 2
At the time of the reading, is the employee engaged in Allied Labor?
No — Go To Question 19.
Yes — Complete One of These
a Moving Mail from One Operation to Another Operation
b Loading the Ledges
c Sweeping Processed Mail from Cases or Machines, Tying Out or Traying Mail
d Loading Pouches, Sacks or Other Containers
e Hanging Sacks
f Obtaining Equipment for Use in an Operation or Disposing of Excess Equipment (Include Empty Equipment)
g Moving Mail to and from Staging Areas
h All Other (Specify in REMARKS)
(If Question 18D is Marked, Go To Question 19.)
E. MISCELLANEOUS OPERATIONS
(Mark Only One)
A Registry (Only)
B Postage Due
C Claims & Inquiry
D Central Mail Markup
E Express Mail
F Mailgram
G Special Delivery
H Nixie
I Other Accountable Work
J Other Non-Accountable Work
(If Marked, Specify & Describe Activity in REMARKS Section.)
(If Question 18E is Marked, Go To Questi
F. WINDOW SERVICE — 5
PART 1
A Serving a Customer
B Window Related Office Activity
(If Marked, Complete Part 2)
a At Window
b Away from Window
C At Window Waiting for a Customer (Go To Question 20.)
PART 2 (Mark Only One)
A Preparing to Open or Close Out Window (Includes Form 1412)
B Post Office Box
C Caller Service
D Non-Boxholder Firms
E General Delivery and Customer Hold Mail
(Includes Handing Mail to a Customer, Notice of Attempt to Deliver, Collecting Fees, and Related Activity.)
F Auditing of Stamp Credit
G Customer Inquiry (Specify Nature of Inquiry in REMARKS)
H Accepting and Rating Mail
I Selling Postage Stamps
J Selling Postal Cards
K Selling Certificate of Mailing
L Setting Meters
a At Post Office
b On Site
M Change of Address/Form 3575
N SSPU Work
O Permit Application
P Accepting Trust Fund Deposits (Advance Deposit Accounts)
Q Postal Money Orders
R Stamped Envelopes
a Plain
b Printed
S Retail Products (Jiffy Bags, Boxes, etc.)
Other
T Food Stamps
U U.S. Passport Application
V Migratory Bird Stamp
W Alien Address Reporting
X Selective Service Registration
Y Other (Specify & Describe A in REMARKS Section
(If Question 18F is Marked, Go To Question 20.)
G. ADMINISTRATIVE and OTHER ACTIVITIES — 6
A Accounting or Auditing (Excludes Window Related Office Activity)
B Time & Attendance (If Marked, Complete One of These)
a PSDS/MODS Office
b Non-PSDS Office
C All Other PSDS/MODS Work
D Human Resources (If Marked, Complete One of These)
a Personnel
b Other
E Supplies & Equipment (Other than Mail Processing)
F Transfer Office Work
G Vehicle Service Work
H Quality Control/Revenue Protection
I Headquarters/Regional Studies (If Marked, Complete One of These)
a In-Office Cost
b Revenue, Pieces And Weight
c ODIS
d Other Studies
J General Administrative Activities
K Industrial Engineering
L Break/Personal Needs
M Clocking In or Clocking Out
N Conducting or Taking Scheme Exam
O Handling Empty Equipment
P Special Activities (See Definition in
Q Trainin (If Training On or For Equi Specify Type in Question If Other Type of Training, in REMARKS.)
R Other (Specify in REMARKS)
(If Question 18G is Marked, Go To Question 20.)

19. MANUAL or MECHANICAL OPERATION *(Mark Only One)*

- ○ **A** Manual
- ○ **B** OCR
- ○ **C** BCR/BCS
- ○ **D** MPLSM
- ○ **E** SPLSM
- ○ **F** Facer/Canceler
- ○ **G** Sack Sorter
- ○ **H** Parcel Sorter
- ○ **I** Flat Sorter
- ○ **J** Small Bundle or Parcel Sorter
- ○ **K** Multi-Slide
- ○ **L** Conveyer
- ○ **M** Other Mail Processing, Transporting, and Handling Equipment
- ○ **N** All Other

Go To Question 20.

20. MARK APPLICABLE DIRECTIONAL STATEMENT BELOW AND CONTINUE.

- ○ **A** *EMPLOYEE IS HANDLING MAIL OR A STATEMENT OF MAILING, GO TO QUESTION 21.*
- ○ **B** *EMPLOYEE IS NOT HANDLING MAIL BUT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 25, PAGE 7.*
- ○ **C** *EMPLOYEE IS NOT HANDLING MAIL AND NOT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 26, PAGE 7.*

21. EMPLOYEE IS HANDLING *(Mark Only One)*

- ○ **A** Piece *(Go to Question 22)*
- ○ **B** Bundle(s)
- ○ **C** Tray(s)
- ○ **D** Sack(s) or Pouch(es)
- ○ **E** Hamper(s)
- ○ **F** Pallet(s)
- ○ **G** Nutting Truck(s)
- ○ **H** Other Container(s)

If Marked, Complete One of These.

- ○ Identical Mailing *(Go To Question 22)*
- ○ Non-Identical Mailing *(If Marked, Complete One of These)*
  - ○ If the top piece rule applies, *(Go To Question 22)* *(See Top Piece Rule Definitions On Page 8)*
  - ○ If the top piece rule cannot be applied, *Go To Question 24*

22. SHAPE—SINGLE PIECE *(Mark Only One)*

- ○ **A** Letter
- ○ **B** Postal Card
- ○ **C** Private Mailing Card
- ○ **D** USPS Form (Penalty Indicia)
- ○ **E** Other Agency Card
- ○ **K** Oversized Card

(If Marked, Complete)

Automation Compatible
- ○ Yes
- ○ No

- ○ **G** Flat
- ○ **H** IPP Machinable
- ○ **I** IPP Nonmachinable
- ○ **J** Parcel Machinable
- ○ **K** Parcel Outside

(See Definitions On Page 8)

- ○ **L** Keys and Identification Items

(If Applicable, Mark in Addition to the Shape Above.)

- ○ Detached Address Card

GO TO QUESTION 23

23. MAIL CHARACTERISTICS—SINGLE PIECE

MARK INDICIA, CLASS OF MAIL, AND MARKINGS/ENDORSEMENTS

A. Indicia *(Mark Only One)*

- ○ **A** Stamps - *(Domestic)*
- ○ **B** Stamps - *(Official)*
- ○ **C** Metered *(Private)*
- ○ **D** Metered *(Official Mail)*
- ○ **E** Permit Imprint *(Private)*
- ○ **F** Permit Imprint *(Official Mail)*
- ○ **G** Postal Service
- ○ **H** Other Gov't. Agencies
- ○ **I** Franked—Members of Congress
- ○ **J** Other Franked
- ○ **K** Free for Blind or Handicapped
- ○ **L** U.S. Armed Forces Free Mail
- ○ **M** Computerized Postage
- ○ **N** Precanceled Stamps
- ○ **O** U.S. Postage Paid 39 USC 3406dd
- ○ **P** Mailgram
- ○ **Q** No Indicia
- ○ **R** Foreign *(Go To 23C)*

(U.S. Origin International Mail—Mark Appropriate Indicia Above and Go To Question 23B.)

B. Class of Mail *(Mark Only One)*

- ○ **A** First-Class
- ○ **B** Priority
- ○ **C** Second-class *(If Attachment or Enclosure, Mark One)*
  - ○ **a** First-Class
  - ○ **b** Third-class
- ○ **D** Third-class Ounce Rate
- ○ **E** Third-class Bulk *(If Marked, Complete)* Carrier Route
  - ○ Yes
  - ○ No
- ○ **F** Fourth-class Zone Rate Parcel Post
- ○ **G** Special Fourth-class Rate
- ○ **H** Fourth-class Bound Printed Matter
- ○ **I** Fourth-class Library Rate
- ○ **J** Mailgram
- ○ **K** Express Mail
- ○ **L** U.S. Origin International Mail *(If U.S. Origin International Mail Marked Go To Question 23C.)*

C. Markings/Endorsements *(Mark One or More, if Applicable)*

Markings

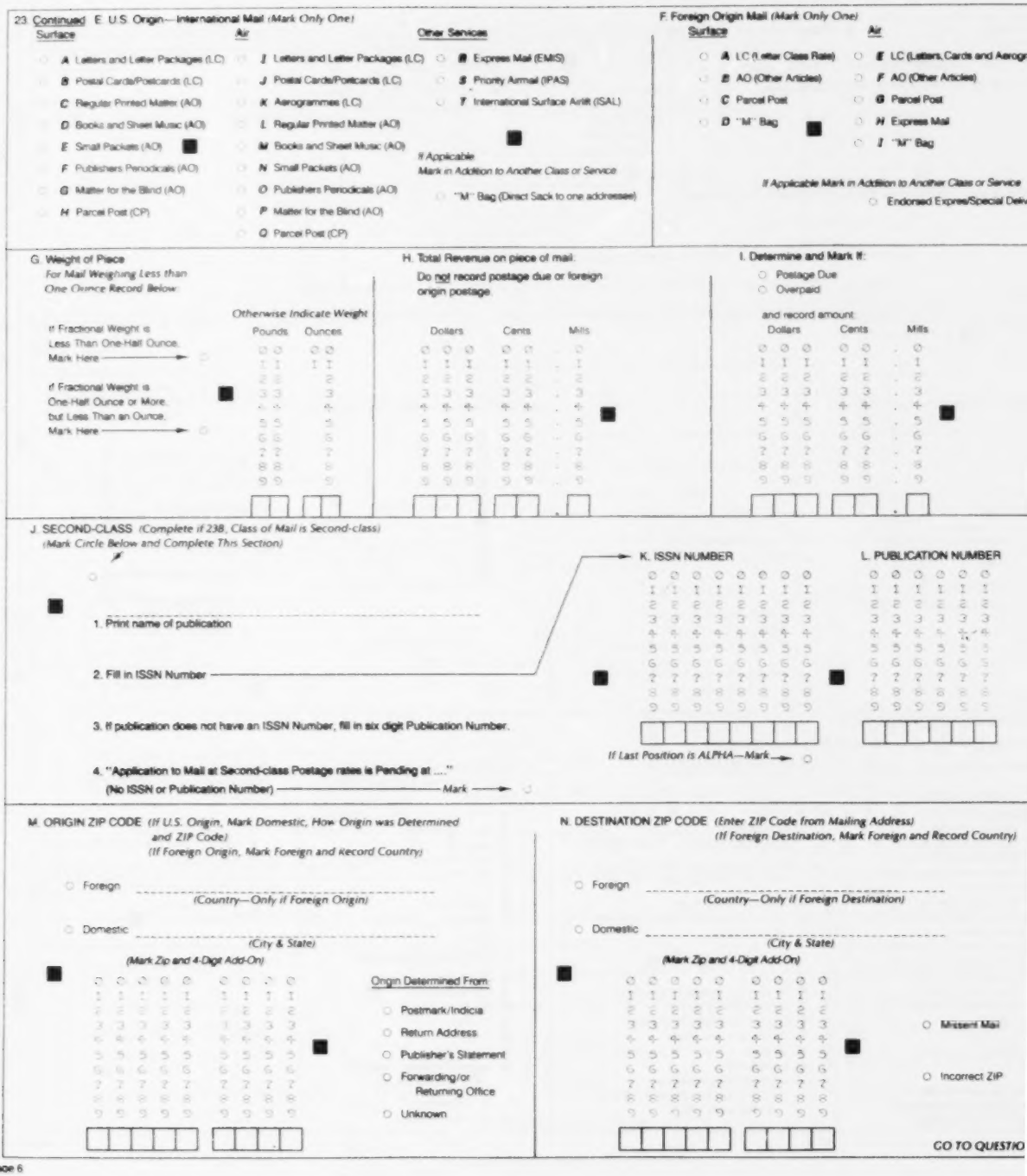
- ○ **A** ZIP + 4
- ○ **B** ZIP + 4 Barcoded
- ○ **C** Presorted
- ○ **D** Carrier Route/CAR-RT SORT
- ○ **E** Bulk Rate
- ○ **F** Nonprofit
- ○ **G** Printed Matter
- ○ **H** Business Reply

Special Service Endorsements

- ○ **I** Registered
- ○ **J** Special Delivery
- ○ **K** Special Handling
- ○ **L** Certified
- ○ **M** C.O.D.
- ○ **N** Return Receipt
- ○ **O** Insured *(If Marked, Complete One of These)*
  - ○ Numbered
  - ○ Unnumbered

D. Ancillary/Supplemental Mail Services *Mark if Mail is Receiving One of the Following:*

- ○ **A** Form 3811 Unattached
- ○ **B** Form 3811-A Unattached
- ○ **C** Form 3547/3579
- ○ **D** Address Correction On Piece ("fee + 30¢") (In Lieu of Forms 3547/3579)
- ○ **E** Return to Sender
- ○ **F** Forwarded



23. Continued E. U.S. Origin—International Mail *(Mark Only One)*

Surface
- A Letters and Letter Packages (LC)
- B Postal Cards/Postcards (LC)
- C Regular Printed Matter (AO)
- D Books and Sheet Music (AO)
- E Small Packets (AO)
- F Publishers Periodicals (AO)
- G Matter for the Blind (AO)
- H Parcel Post (CP)

Air
- I Letters and Letter Packages (LC)
- J Postal Cards/Postcards (LC)
- K Aerogrammes (LC)
- L Regular Printed Matter (AO)
- M Books and Sheet Music (AO)
- N Small Packets (AO)
- O Publishers Periodicals (AO)
- P Matter for the Blind (AO)
- Q Parcel Post (CP)

Other Services
- R Express Mail (EMS)
- S Priority Airmail (IPAS)
- T International Surface Airlift (ISAL)

If Applicable
Mark in Addition to Another Class or Service
- "M" Bag (Direct Sack to one addressee)

F. Foreign Origin Mail *(Mark Only One)*

Surface
- A LC (Letter Class Rate)
- B AO (Other Articles)
- C Parcel Post
- D "M" Bag

Air
- E LC (Letters, Cards and Aerogr
- F AO (Other Articles)
- G Parcel Post
- H Express Mail
- I "M" Bag

If Applicable Mark in Addition to Another Class or Service
- Endorsed Expree/Special Deliv

G. Weight of Piece
For Mail Weighing Less than One Ounce Record Below

If Fractional Weight is Less Than One-Half Ounce, Mark Here →

If Fractional Weight is One-Half Ounce or More, but Less Than an Ounce, Mark Here →

Otherwise Indicate Weight

Pounds	Ounces
0 0	0 0
1 1	1 1
2 2	2
3 3	3
4 4	4
5 5	5
6 6	6
7 7	7
8 8	8
9 9	9

H. Total Revenue on piece of mail.
Do not record postage due or foreign origin postage.

Dollars	Cents	Mills
0 0 0	0 0	0
1 1 1	1 1	1
2 2 2	2 2	2
3 3 3	3 3	3
4 4 4	4 4	4
5 5 5	5 5	5
6 6 6	6 6	6
7 7 7	7 7	7
8 8 8	8 8	8
9 9 9	9 9	9

I. Determine and Mark If:
- Postage Due
- Overpaid

and record amount:

Dollars	Cents	Mills
0 0 0	0 0	0
1 1 1	1 1	1
2 2 2	2 2	2
3 3 3	3 3	3
4 4 4	4 4	4
5 5 5	5 5	5
6 6 6	6 6	6
7 7 7	7 7	7
8 8 8	8 8	8
9 9 9	9 9	9

J. SECOND-CLASS *(Complete if 23B, Class of Mail is Second-class)*
(Mark Circle Below and Complete This Section)

1. Print name of publication
2. Fill in ISSN Number
3. If publication does not have an ISSN Number, fill in six digit Publication Number.
4. "Application to Mail at Second-class Postage rates is Pending at ...."
(No ISSN or Publication Number) — Mark →

K. ISSN NUMBER

If Last Position is ALPHA—Mark →

L. PUBLICATION NUMBER

M. ORIGIN ZIP CODE *(If U.S. Origin, Mark Domestic, How Origin was Determined and ZIP Code)*
(If Foreign Origin, Mark Foreign and Record Country)
- Foreign _____ *(Country—Only if Foreign Origin)*
- Domestic _____ *(City & State)*

(Mark Zip and 4-Digit Add-On)

Origin Determined From:
- Postmark/Indicia
- Return Address
- Publisher's Statement
- Forwarding/or Returning Office
- Unknown

N. DESTINATION ZIP CODE *(Enter ZIP Code from Mailing Address)*
(If Foreign Destination, Mark Foreign and Record Country)
- Foreign _____ *(Country—Only if Foreign Destination)*
- Domestic _____ *(City & State)*

(Mark Zip and 4-Digit Add-On)
- Missent Mail
- Incorrect ZIP

GO TO QUESTIO

24. MIXED PIECES—Complete A and B. *(Examine Contents of a Sack or Container and Record All Shapes and Classes Found Inside)*

A. SHAPE—MIXED PIECES
(Mark One or More and Go to Question 24B.)

- A Cards
- B Letters
- C Flats
- D IPP's Machinable
- E IPP's Nonmachinable
- F Parcels Machinable
- G Parcels Outside

SEE DEFINITIONS ON PAGE 8

B. CATEGORIES OF MAIL—MIXED PIECES
(Mark One or More)

- A First-Class *(Not Over 11 Oz.)—(Domestic)*
- B Priority Mail
- C Second-class
- D Third-class Bulk Rate Regular
- E Third-class Bulk Rate Nonprofit
- F Third-class Ounce Rate
- G Fourth-class Zone Rate Parcel Post
- H Special Fourth-class Rate
- I Fourth-class Bound Printed Matter
- J Fourth-class Library Rate
- K Express Mail
- L Postal Service
- M Other Federal Gov't. Agencies
- N Franked
- O Free for Blind or Handicapped

For Any Class

- P International Mail *(U.S. Origin)*
- Q Foreign Origin
- R Foreign Origin and Foreign Destination

If Marked, Complete One or Both → Surface / Airmail

GO TO QUESTION 25 If Applicable. Otherwise GO TO QUESTION 26.

25. SPECIAL SERVICE *(Mark One or More)* *If Employee is Handling a Quantity of Mixed Mail, All of Which Has the Same Service. If Employee is Not Handling Mail but Involved in a Special Service.*

- A Certified
- B C.O.D.
- C Return Receipt
- D Registered
- E Special Delivery
- F Special Handling
- G Business Reply
- H Insured → *If Marked, Complete Only One*
  - 1 Numbered
  - 2 Unnumbered
  - 3 Both

GO TO QUESTION 26

26. INDICATE BASIC FUNCTION

- A OUTGOING
- B INCOMING
- C TRANSIT
- D OTHER

REMARKS: If Clarification of Any Part of this Survey is Required, Mark Circle → ○ and State Below. *(Specify Question Number)*

DEFINITIONS OF MACHINABLE/NON-MACHINABLE IPP'S AND PARCELS

(Numbers in parentheses refer to sections of the Domestic Mail Manual)

IPP (IRREGULAR PARCELS) MACHINABLE

Small parcels, rectangular in shape between 6 and 8 ounces with sufficient density to allow them to be sorted by automatic parcel sorting equipment are to be considered machinable irregular parcels.

IPP (IRREGULAR PARCELS) NON-MACHINABLE

Irregular parcels are parcels which cannot be processed by BMC parcel sorters. That includes parcels having any of the following characteristics:

a. Length—less than 6 inches.
b. Width—less than 3 inches.
c. Height/Thickness—less than 0.25 inches.
d. Weight—less than 8 ounces.
   Exception: Pieces weighing between 6 and 8 ounces are machinable if all sides are rectangular in shape.
e. Rolls and tubes up to 26 inches in length.
f. Unwrapped, paper wrapped or sleeved wrapped articles that are not letter size (128.2) or flat size (128.3).
g. Merchandise samples that are not individually addressed.
h. Articles enclosed in envelopes that are not letter size (128.2), flat size (128.3), or regular (machinable) parcels (128.4).

PARCEL—MACHINABLE

Machinable parcels consist of those parcels which can be processed by bulk mail center (BMC) parcel sorters. This includes parcels which meet the following minimum and maximum criteria and do not have any characteristics which would make them flat size (128.3), irregular parcels (128.5), or outside parcels (128.6).

Minimum Criteria	Maximum Criteria
Length—6 inches.	Length—34 inches.
Width—3 inches.	Width—17 inches.
Height/Thickness—0.25 inches.	Height/Thickness—17 inches.
Weight—8 ounces. Exception: Pieces weighing between 6 and 8 ounces are machinable if all sides are rectangular in shape.	Weight—35 pounds. The maximum weight of a machinable (regular) carton containing books or other printed matter is 25 pounds.

The following items are not considered machinable:

a. Rolls and tubes.
b. Paper wrapped or sleeve wrapped printed matter.
c. Merchandise samples that are not individually addressed.
d. Enveloped materials not reinforced with tape.
e. Articles not securely packaged.
f. Unpackaged articles.

PARCELS—OUTSIDE

Outside parcels are those parcels which because of size, shape, density, container or contents cannot be processed in postal sacks.

They include parcels having any of the following characteristics:

a. Length—greater than 34 inches.
b. Width—greater than 17 inches.
c. Height/Thickness—greater than 17 inches.
d. Weight—greater than 35 pounds.
e. High density. Parcels weighing more than 15 pounds and exerting more than 60 pounds per square foot pressure on their smallest side, e.g., metal castings, hardware, machine parts, auto parts, and similar heavy items. Cartons of books and other printed matter weighing over 25 pounds are outside parcels.
f. Liquids. The following liquid containers are outside parcels.
   (1) Cartons containing over 24 ounces of liquid in one or more glass containers.
   (2) Cartons containing one gallon or more of liquid in metal or plastic containers.
   (3) Cans, paints.
g. Rolls and tubes greater than 26 inches in length are outside parcels.
h. Metal band strapped boxes, metal boxes, and wood boxes.
i. Articles outside of boxes or other containers including tires, trailer hitches, exhaust pipes, shrubs, and trees.
j. Harmful matter and hazardous materials. (See 124 for mailability requirements.)
k. Containers with all dimensions exceeding the minimum dimensions for a machinable (regular) parcel if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic class fiberboard box of the same approximate size and weight.

RULES FOR DETERMINING PIECE FROM WHICH DATA IS TO BE RECORDED

The "Top Piece Rule" covers those situations when the sample employee is handling or involved with more than one piece of mail at the time of the reading. Questions 22 through 23N must be completed, as applicable, for situations described in 1 through 7 below.

WHEN EMPLOYEE IS	RECORD DATA FOR
1. Handling quantity of mail in one hand	- Top piece, that hand
2. Handling quantity of mail in both hands	- Top piece, right hand
3. Handling a bundle of mail, not sorted by class	- Top piece (Do not record any special services unless the same special service appears on all pieces in the bundle.)

NOTE: There is an exception to the top-piece rule. The top-piece rule does not apply to a bundle which contains both preferential and nonpreferential mail, if the established procedure is to consistently put the preferential mail on the top of the bundle. In such cases follow rule 8 below.

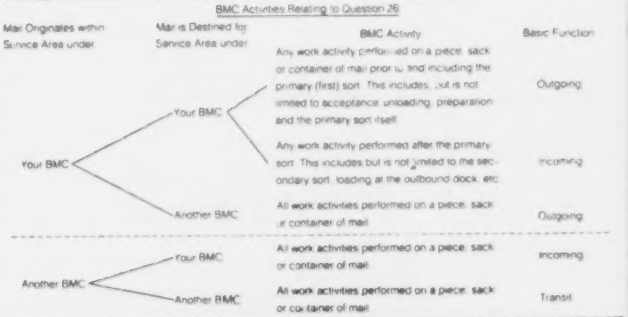
4. Handling a tray of mail, not faced	- First piece nearest right hand
5. Handling a tray of mail, faced	- First piece, address side
6. Handling any quantity of an identical mailing: mail which is identical by mail class and subclass, by shape and by weight. Employee may be handling mail in bundles, sacks, trays or any other type container.	- Top piece of a bundle selected at random or first piece of a tray selected at random, or a single piece of mail selected at random from any other type of container.
7. Operating one of the following or other type of mail-processing machinery: Letter sorting machine; Conventional canceler; Induction station; Facer canceler; Sack sorter; Facer	- Next piece from source of supply.

NOTE: If next piece is a sack of identical pieces, follow rule 6 above for identical mailing. If next piece is a sack of non-identical pieces, follow rule 9 below for non-identical mailings.

The "Top Piece Rule" does not apply under the following situations:

WHEN EMPLOYEE IS	RECORD DATA FOR
8. Handling a quantity of mail which has been sorted and ordered by mail class.	- All shapes and mail classes in the bundle *(Questions 24A and 24B.)*
9. Handling a quantity of non-identical pieces in bundles, sacks, trays or any other type containers.	- All shapes and mail classes in those containers *(Questions 24A and 24B)*

BMC Activities Relating to Question 26


Mail Originates within Service Area under
Mail is Destined for Service Area under
BMC Activity
Basic Function
Your BMC
Your BMC
Any work activity performed on a piece, sack or container of mail prior to and including the primary (first) sort. This includes, but is not limited to acceptance, unloading, preparation and the primary sort itself.
Outgoing
Your BMC
Any work activity performed after the primary sort. This includes but is not limited to the secondary sort, loading at the outbound dock, etc.
Incoming
Another BMC
All work activities performed on a piece, sack or container of mail.
Outgoing
Another BMC
Your BMC
All work activities performed on a piece, sack or container of mail.
Incoming
Another BMC
All work activities performed on a piece, sack or container of mail.
Transit

RULES FOR DETERMINING BASIC FUNCTION

If the mail is *Origin*[1] is within the area under	and its *Destination* is within the area under	Basic Function
Your AMF facility[2] or your office	Your AMF facility or your office	It is *Outgoing* until worked thru outgoing operation. It is *Incoming* mail after that.
	Another office (not your AMF facility or your office)	It is *Outgoing* mail.
Another office (not your AMF facility or your office)	Your AMF facility or your office	It is *Incoming* mail.
	Another office (not your AMF facility or your office)	It is *Transit* mail.

[1] For In-Office Cost System purposes, mail forwarded or returned will be considered as originating in the post office that forwarded or returned the mail.

[2] If both the origin and destination are under the employee's AMF facility or office, it must also be determined whether mail is being handled in an outgoing or incoming section before it can be identified as outgoing or incoming mail.

U.S. GOVERNMENT PRINTING OFFICE : 1989 O - 234-527 : QL 2

V. BEFORE THE READING - LABEL 34

CONTENT PREVIEW

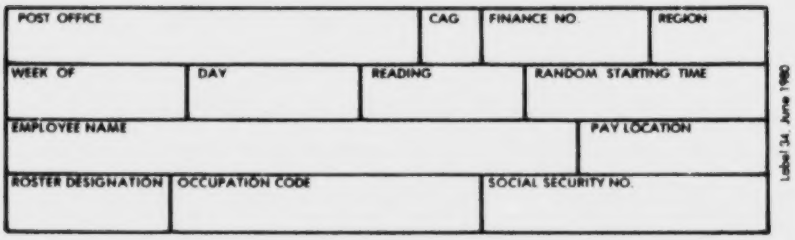
- Preprinted information on Label 34
- What information you must provide on the Form 2600 before taking a reading

34. At the bottom of this page is a copy of Label 34. The preceding section (Section IV) contains a copy of Form 2600, which is used to take readings for the In-Office Cost System. The preprinted Label 34 is affixed to the upper left corner of Form 2600.

    Study Label 34 and read through the questions on Form 2600 until you are familiar with their general content and purpose.

35. Your job as a data collector in the In-Office Cost System program is to observe an employee (selected to be read at a specified time) and record on Form 2600 her activity at the time of the reading. This is called "taking a reading" on the employee, or simply READING.

LABEL 34



36. Your office will receive a set of Labels 34 from the Postal Data Center (PDC) covering a pay period. One Label 34 will be received for each employee to be read.

37. Three weeks before the start of a pay period, the PDC will mail a set of labels to your office. Each label received from the PDC will be preprinted with information concerning the reading to be taken. Before the pay period starts, affix the Label 34 to the upper left corner of page 1 of a blank Form 2600. Below is a copy of a preprinted Label 34. Study it, then continue to the next page.

POST OFFICE		CAG	FINANCE NO.	REGION
WASHINGTON DC 20066		A	10-5000	2
WEEK OF	DAY	READING	RANDOM STARTING TIME	
02/27/88	3	1ST	0.59	
EMPLOYEE NAME			PAY LOCATION	
B. J. PAGE			760	
POSTER DESIGNATION	OCCUPATION CODE		SOCIAL SECURITY NO.	
09-0	2305-6054		579-96-1004	

Label 34 June 1980

Preprinted Label 34 affixed to page 1 of Form 2600.

38. The label shows which employee you are to read, the day of the reading, and the number (1st, 2nd, 3rd, or LAST) of the reading.

What is the name of the employee to be read? ----------

.....

Answer: B. J. Page

39. Each pay period, the computer randomly selects a sample of Postal Service employees according to specified crafts. The computer also selects the starting time for the reading on a random basis. You take only one reading on any employee at a given reading time. We will show you how to calculate the reading time later.

40. Let's briefly summarize the material so far.

- Only one Questionnaire Form 2600, with a preprinted Label 34 affixed, will be used for reading an employee.

- The reading on each randomly selected employee may fall on any day or minute of the employee's work week.

- The selected employee is only selected once during her work week.

41. How many times is an employee "read" during a work week?

_____1. once

_____2. twice

_____3. three times

.....

Answer:

1. once

42. Each quarter your facility receives a supply of blank Forms 2600 from the supply center. The supply is based on the number of readings expected to be taken during the quarter, plus an extra quantity for rescheduling purposes.

43. Four Forms 2600 will be used for each employee.

_____A. True

_____B. False

.....

Answer:

B. False (only one is used.)

44. Below is a preprinted Label 34, just as you might receive it from the Postal Data Center, (PDC).

Preprinted Label 34

POST OFFICE		CAG	FINANCE NO.	REGION
WASHINGTON DC 2006		A	10-5000	2
WEEK OF	DAY	READING	RANDOM STARTING TIME	
02/27/88	3	1ST	0.59	
EMPLOYEE NAME			PAY LOCATION	
B. J. PAGE			760	
ROSTER DESIGNATION	OCCUPATION CODE		SOCIAL SECURITY NO.	
09-0	2305-6054		579-96-1004	

Label 34, June 1980

45. Here's a detailed look at the information the PDC has preprinted on Label 34. Please study the information carefully.

READING/RANDOM STARTING TIME
(You will use this to calculate your scheduled reading time for the employee)

Employee to be read

This helps show you where you may find the employee

POST OFFICE	CAG	FINANCE NO.	REGION
WASHINGTON DC 20066	A	10-5000	2

WEEK OF	DAY	READING	RANDOM STARTING TIME
02/27/88	3	1ST	0.59

EMPLOYEE NAME	PAY LOCATION
B. J. PAGE	123

ROSTER DESIGNATION	OCCUPATION CODE	SOCIAL SECURITY NO.
11-0	2305-6054	579-96-1004

Label 34, June 1980

Day of the reading SAT 1, SUN 2, MON 3, TUE 4, WED 5, THU 6, FRI 7. The number represents the day of the week).

Reading (1st, 2nd, 3rd or LAST)

Social Security No. (The Social Security Number is transcribed to to Question 1 in FOSDIC notation).

46. For Tour 2 and 3 employees, the day of the reading will normally be the day on which the employee begins her shift. For Tour 1 employees, this may not be the case. As an example, a Tour 1 employee who reports to work on Friday night at 2100 is actually reporting for her Saturday work day. Therefore, if the day indicated on the Label 34 is Saturday, the reading will be taken based on the employee's reporting time on Friday night, for example 2100, and her ending time on Saturday, 0530. If a Friday reading was to be made on this Tour 1 employee, it would be based on her Thursday/Friday work day.

47. There are four important pieces of information you get from Label 34:

(1) Social Security Number

(2) Who to read (name of employee to be read)

(3) When to read

(4) Where to read (likely location of the employee).

VI. SSN, FACILITY TYPE, WORK SCHEDULE

QUESTIONS 1 AND 2

CONTENT REVIEW

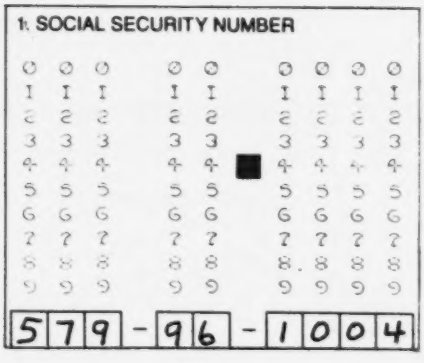
- How to record the Social Security Number of the employee being read (Question 1).
- What to record in Questions 2A (Facility Type) and 2B (Tour).
- How to record the Reporting and Ending time of the employee being read in Questions 2C and 2D.

48. After receiving the Label 34, affix it to a blank Form 2600.

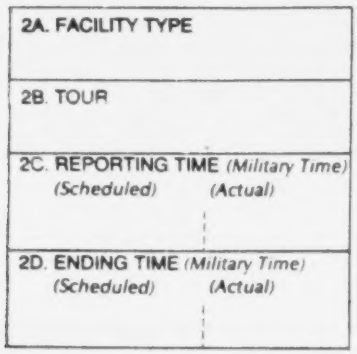
49. The Social Security Number may be copied exactly as it appears on Label 34, even if it is wrong for the employee being read.

POST OFFICE		CAG	FINANCE NO.	REGION
WASHINGTON DC 20066		A	10-5000	2
WEEK OF	DAY	READING	RANDOM STARTING TIME	
02/27/88	3	1ST	0.59	
EMPLOYEE NAME			PAY LOCATION	
B. J. PAGE			123	
ROSTER DESIGNATION	OCCUPATION CODE		SOCIAL SECURITY NO.	
11-0	2305-6054		579-96-1004	

Label 34, June 1980



50. Next, complete Question 2 on Form 2600.



51. Question 2A, Facility Type. Do not complete Facility Type.

52. Question 2B, Tour. Do not complete Tour.

53. Question 2C, Reporting Time. Record the employee's scheduled reporting time. If the employee's actual reporting time is different from the scheduled reporting time, record the actual time only if it affects the scheduled reading time. If the actual and scheduled times are the same for an employee, leave the actual reporting time blank.

54. Question 2D, Ending Time. Record the employee's scheduled ending time. If the employee's actual ending time is different from the scheduled ending time, record the actual time only if it affects the scheduled reading time. If the actual and scheduled times are the same for an employee, leave the actual ending time blank.

NOTE: When an employee reports to his facility for training, record the revised schedule if applicable. If the employee is away on training, record the regular schedule.

NOTE: All times reported on Form 2600 must be in military hours and minutes. Do not use standard a.m. and p.m. notations.

55. Provide the correct entries on Question 2 of the Form 2600 given the following information on an employee.

- Tour - 2
- Scheduled Reporting Time - 0600
- Scheduled Ending Time - 1430
- Facility Name - GMF
- Actual Reporting Time - 0600
- Actual Ending Time - 1630

Answer:

Your Form 2600, Question 2, should look like this:

2A. FACILITY TYPE	
2B. TOUR	
2C. REPORTING TIME (Military Time) (Scheduled)	(Actual)
0600	
2D. ENDING TIME (Military Time) (Scheduled)	(Actual)
1430	1630

56. NOTE: Scheduled reporting and ending times must be shown for all employees, including rescheduled employees for which Question 7 will be completed.

57. The following two examples explain how to record Reporting and Ending Times for employees not falling into a normal schedule:

a. You may not know the schedule of a part-time flexible employee for the day on which she is to be read. In this case, show the Scheduled Reporting and Ending times based on the most current schedule you have for the employee. On the day of the reading, determine the employee's Actual Reporting and Ending times. In all cases, a full 8-hour schedule will be shown for Scheduled Time and a 4-hour or 6-hour schedule may be reported for the employee's Actual time.

2A FACILITY TYPE	
2B TOUR	
2C REPORTING TIME (Military Time) (Scheduled)	(Actual)
0700	
2D ENDING TIME (Military Time) (Scheduled)	(Actual)
1530	1330

b. For a split-shift employee, you will show two reporting and two ending times. For example, if a shift employee works from 7:00 a.m. (0700) to 11:00 a.m. (1100) and from 2:00 p.m. (1400) to 6:00 p.m. (1800), complete Question 2 like this:

2A FACILITY TYPE	
2B TOUR	
2C REPORTING TIME (Military Time) (Scheduled)	(Actual)
0700 1400	
2D ENDING TIME (Military Time) (Scheduled)	(Actual)
1100 1800	

VII. SCHEDULED READING TIME

CONTENT REVIEW

- How to calculate the scheduled reading time
- How to record this time on Form 2600

58. Question 3, Scheduled Reading Time. Use military hours and minutes when completing Scheduled Reading Time. Readings scheduled for midnight are marked 2400, and readings scheduled for noon are marked 1200.

59. The Scheduled Reading Time must be based on the employee's actual reporting time on the day of the reading. In most cases, the Scheduled Reading Time is calculated in advance, in the office of the Controller, based on the employee's anticipated work schedule. At offices without a Controller, this refers to the postmaster or her designee.

60. If the employee's actual reporting time, on the day of the reading, does not coincide with the scheduled reporting time, the Scheduled Reading Time may have to be recalculated to match the employee's actual reporting time.

61. The Scheduled Reading Time is calculated by dividing the scheduled reading day into two-hour intervals, starting with the Random Starting Time which is preprinted on Label 34. The Random Starting Time can be any time within the first two hours of the sample day (which starts at midnight).

62. The next step is to determine, from the information printed on Label 34, which reading is to be taken on the employee to be read. The reading will be specified as 1st, 2nd, 3rd, or LAST.

63. If you are to take the 1st reading, the Scheduled Reading Time will be the first random time on or after the employee's Actual Reporting Time (if it is filled in). Otherwise, it will be the first random time on or after the employee's Scheduled Reporting Time.

64. An example:

READING

RANDOM START TIME

POST OFFICE	CAG	FINANCE NO.	REGION
PRINCE GEORGE FAC MD 20790	B	23-7480	2

WEEK OF	DAY	READING	RANDOM STARTING TIME
02/22/88	2	1ST	0.59

EMPLOYEE NAME	PAY LOCATION
T. L. BARTS	760

ROSTER DESIGNATION	OCCUPATION CODE	SOCIAL SECURITY NO.
13-4	2305-6054	579-96-1004

Label 34, June 1980

REPORTING TIME

2A. FACILITY TYPE	
2B. TOUR	
2C. REPORTING TIME (Military Time) (Scheduled)	(Actual)
0630	
2D. ENDING TIME (Military Time) (Scheduled)	(Actual)
1500	

Information for calculating Reading Time is taken from Label 34 and Question 2.

The day is divided into two-hour segments, beginning with the RANDOM STARTING TIME:

Times	
0059	- Random Start Time
0259	
0459	
0659	- 1st Reading Time
0859	
1059	
1259	
1459	
1659	
1859	
2059	
2259	

3. SCHEDULED READING TIME (Military Time)

Hrs. 06 Min. 59

The first random time following the 0630 reporting time is 0659. This is the first reading time. Since the information in Label 34 asks for the 1st Reading, this is the Scheduled Reading Time.

65. If you are to take the 2nd reading, the scheduled reading time will be the second random time after the employee's actual reporting time. If you are to take the 3rd reading, the scheduled reading time will be the third random time after the employee's actual reporting time. And if you are to take the LAST reading, the scheduled reading time would be the last random time prior to the end of the employee's shift.

66. Fill in the correct Scheduled Reading Time below, for the information given:

POST OFFICE		CAG	FINANCE NO.	REGION
WEEK OF	DAY	READING	RANDOM STARTING TIME	
		3RD	1.57	
EMPLOYEE NAME			PAY LOCATION	
ROSTER DESIGNATION	OCCUPATION CODE		SOCIAL SECURITY NO.	

Label 34, June 1980

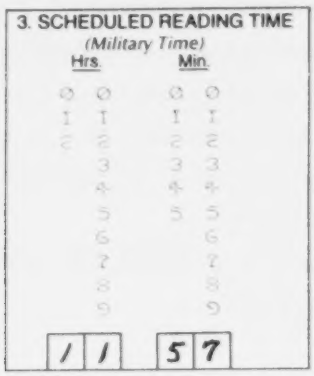
3. SCHEDULED READING TIME
(Military Time)

Hrs.		Min.	
0	0	0	0
1	1	1	1
2	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6		6
	7		7
	8		8
	9		9

2A. FACILITY TYPE	
2B. TOUR	
2C. REPORTING TIME (Military Time) (Scheduled)	(Actual)
0600	
2D. ENDING TIME (Military Time) (Scheduled)	(Actual)
1430	

67. Answer:

Your answer to Question 3, should look like this:



You should have divided the day into two-hour segments, like this, and then determined that 1157 is the third random time after the employee's reporting time.

Times

0157 - Random Start Time
0357
0557 - (Reporting time 0600)
0757 - 1st Reading
0957 - 2nd Reading
1157 - 3rd Reading
1357
1557
1757
1957
2157
2357

68. Fill in the correct Scheduled Reading time below, for the information given:

POST OFFICE		CAG	FINANCE NO.	REGION
WEEK OF	DAY	READING: 1ST	RANDOM STARTING TIME: 0.30	
EMPLOYEE NAME			PAY LOCATION	
ROSTER DESIGNATION	OCCUPATION CODE		SOCIAL SECURITY NO.	

Label 34, June 1980

3. SCHEDULED READING TIME
(Military Time)
Hrs. Min.

2A. FACILITY TYPE

2B. TOUR

2C. REPORTING TIME (Military Time)
(Scheduled) 0630 (Actual)

2D. ENDING TIME (Military Time)
(Scheduled) 1500 (Actual)

Answer:

Your answer to Question 4, should look like this:

3. SCHEDULED READING TIME
(Military Time)
Hrs. Min.

0 6 3 0

69. You should have divided the day into two-hour segments, like this, and then determined that 0630 is the first random time after or equal to the employee's reporting time.

Times

0030 - Random Start Time
0230
0430
0630 - 1st Reading (Reporting Time 0630)
0830
1030
1230
1430

70. The Label 34 may ask for a LAST READING.

POST OFFICE		CAG	FINANCE NO.	REGION
WEEK OF	DAY	READING LAST	RANDOM STARTING TIME	
EMPLOYEE NAME			PAY LOCATION	
ROSTER DESIGNATION	OCCUPATION CODE		SOCIAL SECURITY NO.	

Label 34, June 1980

In all cases, the LAST reading is the last random time on or prior to the end of an employee's shift. The LAST reading can be the fourth or fifth reading, depending on the employee's starting and ending time. However, for an employee working over 8 hours, a LAST Reading can be a sixth or seventh reading, depending on the employee's schedule.

71. Calculate the Scheduled Reading Times below, given the following information:

RANDOM STARTING TIME	0.59
REPORTING TIME	0500
First Reading	_____
Second Reading	_____
Third Reading	_____
Fourth Reading	_____
Fifth Reading	_____

.....

Your answer should be:

Times

	Random Starting Time
0059	
0259	
0459	
0659	First Reading
0859	Second Reading
1059	Third Reading
1259	Fourth Reading
1459	Fifth Reading
1659	
1859	
2059	
2259	

72. If the Label 34 indicates a LAST reading time and the employee ends her tour at 1430, check (x) which of the following is used as her last reading.

____A. First Reading - 0659

____B. Second Reading - 0859

____C. Third Reading - 1059

____D. Fourth Reading - 1259

____E. Fifth Reading - 1459

.....

ANSWER:

You should have checked D. The LAST reading is the last random time prior to the end of an employee's shift.

73. How to Calculate Scheduled Reading Time(s) for CAG K Employees

In most cases, the workday for a CAG K employee amounts to 4 hours maximum; and this time is often in split shifts. There is a very high probability of missing a substantial number of readings if the normal procedures for calculating reading times are used. To avoid missing readings for employees at CAG K offices, follow the special procedures for determining Scheduled Reading Times at a CAG K office.

If the employee's second reading is scheduled for a time between her split shifts, add the Random Starting Time to the beginning time of the employee's second shift. Use this time as her second scheduled reading time.

EXAMPLE:

POST OFFICE	CAG	FINANCE NO.	REGION
QUEEN ANNE MD 21657	K	23-7560	2

WEEK OF	DAY	READING	RANDOM STARTING TIME
02/27/88	3	2ND	1.25

EMPLOYEE NAME	PAY LOCATION

ROSTER DESIGNATION	OCCUPATION CODE	SOCIAL SECURITY NO.

Label 34, June 1980

2C. REPORTING TIME (Military Time)	
(Scheduled)	(Actual)
0800	
1400	

2D. ENDING TIME (Military Time)	
(Scheduled)	(Actual)
1000	
1600	

Times

0125 - Random Start Time
0325
0525
0725
0925
1125 - Normal Second Reading, except for an employee at a CAG K Office (employee is not working at this time).
1325
1525 - Second Reading for a CAG K employee with
1725 a split shift (for a CAG K employee, the
1925 Random Start Time must be added to the
2125 Starting Time of the second shift to get
2325 the schedule Reading Time. In this example, take the second reporting time, which is 2:00 p.m. (1400), and add the random starting time to it, to determine the 2nd reading time, as follows:

1400 - Starting Time
125 - Random Starting Time
1525 - Scheduled Reading Time

This employee should be read at 1525.

74. Use the information below to calculate a scheduled reading for a clerk at a CAG K office:

POST OFFICE	CAG	FINANCE NO.	REGION
TAR HEEL, NC 28392	K	36-7704	2

WEEK OF	DAY	READING	RANDOM STARTING TIME
02/27/88	3	2ND	0.32

EMPLOYEE NAME	PAY LOCATION

ROSTER DESIGNATION	OCCUPATION CODE	SOCIAL SECURITY NO.

2C REPORTING TIME (Military Time)	
(Scheduled)	(Actual)
0700	
1300	
2D ENDING TIME (Military Time)	
(Scheduled)	(Actual)
0900	
1500	

Answer:

Your Scheduled Reading Time should look like this:

3 SCHEDULED READING TIME
(Military Time)

Hrs.		Min.	
0	0	0	0
1	1	1	1
2	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6		6
	7		7
	8		8
	9		9
1	3	3	2

75. You should have divided the day into two-hour segments, like this:

Times

0032 - Random Starting Time
0232
0432
0632
0832
1032 - Normal Second Reading
1232
(1332) - Calculated Second Reading for a CAG K split
1432 shift employee. The employee's second
1632 shift begins at 1300; the Random Start Time
1832 must be added to the Second Reporting Time
to get the Scheduled Reading Time.

2032 1300 - Second Reporting Time
2232 032 - Random Starting Time
1332 - Scheduled Reading

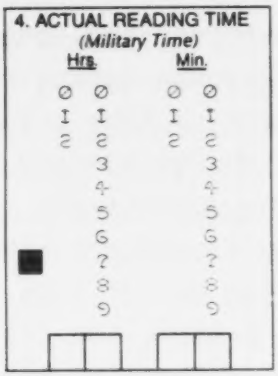
NOTE: As a result of the special procedures for CAG K clerks, the scheduled reading time may not be the same as the possible reading times originally calculated.

VIII. TAKING A READING AND THE 30-MINUTE RULE

CONTENT REVIEW

- When to take a reading
- The importance of the actual reading time
- The 30-minute rule for taking a reading
- When to mark premium pay, overtime, or light/limited duty
- How to mark the sample method

76. Question 4, Actual Reading Time:



The Actual Reading Time pinpoints when you take a picture of an employees activities at an instant in time.

77. The Actual Reading Time is the time when you <u>actually find</u> the selected employee and observe the employee's activity. Allow sufficient travel time so you're there as close as possible to the Scheduled Reading Time, in time to observe the selected employee's activity.

78. Ideally, the Actual Reading Time should match the Scheduled Reading Time for the reading.

79. Actual and Scheduled Reading Time will not always agree. Therefore, it is not always possible to get agreement between Actual and Scheduled Reading Time. Therefore, the 30-minute leeway rule was developed. This rule allows you to take a reading within thirty minutes of the Scheduled Reading Time. However, this rule is not for the convenience of the data collector. If you have multiple readings scheduled for the same time, you can't take all of them at once. Schedule yourself so as to cluster the readings as closely as possible around the Scheduled Reading Time.

80. For example, suppose you have three readings to take at the same Scheduled Reading Time. Two readings are for employees in the LSM area, and the third reading is for an employee in the dock area. You might take the two readings in the LSM area just prior to the Scheduled Reading Time and then proceed to the dock area for the third reading. The readings should be clustered as close to the Scheduled Reading Time as possible.

81. Under no circumstances may a reading be taken more than 30 minutes before or after the Scheduled Reading Time.

82. If the Actual Reading Time differs by more than 30 minutes from the Scheduled Reading Time, it is considered a missed reading. A missed reading must be rescheduled, even if it can be determined later that the employee was on leave or non-scheduled at the time of the reading.

NOTE: If a station or office was closed at the time of the reading, and the selected employee's pay status can be determined, then the reading should be completed.

83. The following is an example of a missed reading:

A first reading is scheduled at 0710 for an employee who is normally scheduled to report to work at 0600. On the day before the scheduled reading, the employee was told to report two hours earlier, at 0400. But you were not notified of this change in schedule. Using the changed schedule, the first reading now becomes 0510. You arrive to take the Scheduled Reading at 0710, and discover the change in Actual Reporting Time. You must enter as the Actual Reading Time, the time it was when you discovered that the employee had come in early. You must then also mark 7A to indicate that the reading is to be rescheduled. Reschedules must be approved by the Rate and Classification Center.

84. Here's an example of when you would change the Scheduled Reading Time:

You have a LAST reading scheduled for 1310 for an employee whose normal scheduled ending time is 1430. When you go to take the 1310 reading, you're told that the employee will be working two hours overtime. The Actual Reading Time now becomes 1510, because the actual ending time for this employee is now 1630. You change the Scheduled Reading Time to reflect the additional work hours, then return to take the reading at 1510.

85. Using the information below, revise the Scheduled Reading Time.

a. Employee's Normal Schedule:

Reporting Time - 2400
Ending Time - 0830

b. Reading: LAST

c. Random Start Time: 0.15

d. At 0810, you are told the selected employee will work 2 hours overtime.

86. Answer

The employee's Actual Ending Time changes to 1030.

Times

0015 - Random Reading Time
0215
0415
0615
0815 - Originally Scheduled Last Reading
1015 - Revised Scheduled Last Reading
1215
1415
1615
1815
2015
2215

87. When must a reading be rescheduled?

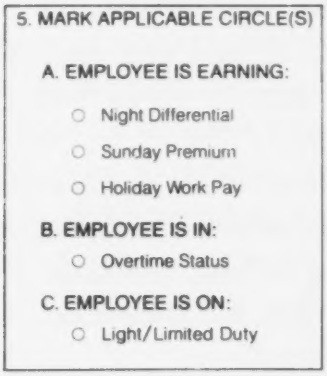
If it is more than _____ before, or more than _____ after the scheduled reading time.

.....

Answer:

If it is more than 30 minutes before, or more than 30 minutes after the scheduled reading time, the reading must be rescheduled.

88. Question 5A, Night Differential, Sunday Premium, Holiday Work Pay.



89. Question 5A must be marked if an employee is earning Night Differential, Sunday Premium, or Holiday Work Pay, at the time of the reading. An employee can be earning one or more of these premiums at the same time. You must mark all premiums an employee is earning at the time of the reading. Leave 5A blank if the selected employee is not earning any premium pay.

90. Employees can earn premium pay while in an Other Paid Leave status. An employee on Other Paid Leave who would normally be receiving Night Differential or Sunday Premium during her regular schedule is entitled to these premium pays.

91. Night Differential is marked if the reading time falls between 1800 and 0559 hours and the employee is at work. Night differential is also marked if an employee is in training during nonpremium hours but normally earns this type of pay.

92. Example: An employee has a scheduled reporting time of 1630 and a scheduled ending time of 0100. If a reading is to be taken at 2010 and the employee is at work, Night Differential should be marked in 5A.

93. Night Differential would be marked for an employee on jury duty, military leave, training, or 45-day extended pay if, at the time of the reading, the employee would normally receive Night Differential for her regular work schedule.

94. Example 1: You find that the employee to be read is on jury duty from 0800 to 1700, even though the employee's normal work schedule is 2000 to 0430. You would show this employee's regular work shift, 2000 to 0430, in 2C and 2B and would base the scheduled reading time on this regular work shift. Night Differential is also marked for a reading taken during this time period.

95. Example 2: For an employee whose normal work schedule is from 2000 to 0430, a FIRST reading based on a random start time of 0130 would still be taken at 2130, even though that employee is on jury duty. If the employee is on jury duty, Night Differential and Other Paid Leave should be marked in Questions 5 and 8, respectively.

96. Sunday Premium is paid for an entire shift if any part of that shift falls on Sunday. Sunday Premium can be earned on a Saturday or Monday shift as well as on a Sunday shift, provided an employee works any part of her shift on Sunday.

97. Example 1: You are scheduled to take a reading on an employee whose scheduled reporting time is 1800 on Saturday and whose scheduled ending time is 0230 on Sunday. If you take a reading on Saturday night at 2200, mark Night Differential and Sunday Premium, because the employee's shift extends into Sunday.

98. Example 2: You are scheduled to take a reading on an employee who is on jury duty or military leave. Take this employee's reading based on her regularly scheduled shift. If at the time of the reading this shift extends into Sunday, mark Question 5, Sunday Premium, and Question 8, Jury Duty or Military Leave as applicable.

99. Holiday Work Pay is marked if an employee working on a designated holiday is entitled to receive Holiday Work Pay. If a selected employee is earning this pay at the time of the reading, mark Holiday Work Pay. It is important to distinguish between Holiday Work Pay and Holiday Leave. An employee must be working on her designated holiday to receive Holiday Work Pay. Holiday Leave is paid time off for a holiday which is marked under Other Paid Leave in Question 8. An employee working Christmas or New Years Day is marked like any other Holiday Work Pay as well as any other categories to which the employee is entitled.

100. Overtime Status, Question 5B, must be marked if the employee is earning overtime pay at the time of the reading. Many employees are entitled to overtime pay if they work in excess of 8 hours a day or 40 hours a week. The hours can be worked before or after an employee's regular shift, or she may work an additional day or days during a week which entitles her to overtime pay.

101. Example: An employee's regular shift may be from 0800 to 1630; however, on the day of the reading she is asked to come in at 0600 and work until 1630. If you take a first reading on this employee you would also mark 5B, Overtime Status. If the same employee began work at her regularly scheduled starting time and was asked to stay until 1800, and a LAST reading on that employee was taken at 1720, you would mark Overtime Status.

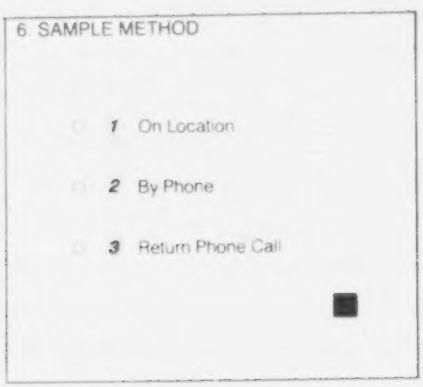
102. Overtime Status should also be marked if the employee is receiving Out of Schedule Pay, at the time of the reading. Out of Schedule Pay is provided when eligible full-time employees are working temporary schedules at the request of management. An employee is paid Out of Schedule Pay for time worked outside of, and instead of, their regular schedules.

103. Example: You are scheduled to take a reading on a selected employee whose regular schedule is from 0800 to 1630. The employee was notified the preceding week of a temporary schedule change, and is presently working from 0600 to 1430. For the two hours from 0600 to 0759 of the employee's regular schedule, she will receive Out of Schedule Pay. In Question 5B, mark Overtime Status if a reading is taken on the employee during this 2-hour period.

104. Light/Limited Duty, Question 5C, must be marked if the employee is on light duty or limited duty at the time of the reading. Limited duty results from an on-the-job injury, and may involve a roster designation/activity change. Light duty results from an off-the-job injury, and may also involve a roster designation change.

When a carrier on light/limited duty is working as a clerk, do not change her roster designation. Complete 16A. Mark Question 16B: "In-office", and go to Question 18. Complete Questions 18 thru 26 as appropriate.

105. Question 6, Sample Method.



You must complete the sample method for every reading.

106. On Location means that you actually go to find the employee who is to be read, and then observe the employee's activity at the time of the reading. You must take all readings On Location, except when specifically authorized to do otherwise.

107. Specific Situations For Authorized Telephone Readings are as follows:

a. Readings scheduled for carriers located at stations or branches who are likely to be on the street at the time of the reading can be taken by telephone: for example, a carrier scheduled for a third or later reading.

b. Readings on employees at stations or branches which are closed on the day of the scheduled readings may be taken in advance of the sample day, if it can be determined in advance that the employees will be in a non-working status on that day. You must be certain that the employees to be read will not be working at different facilities on the day of the readings.

c. Telephone readings are acceptable in situations where you expect the total time to travel, locate the employees at other facilities, take readings, and return to your normal duty site to be in excess of 60 minutes.

d. Telephone readings are also acceptable when it is not possible to reach the selected employees at their work locations at the scheduled time of the readings. For example, hazardous weather conditions might prevent going to a station, branch, an associate office, or you might have to take two readings at the same time on two employees who are working in widely separated locations. Do not make telephone readings within your facility or any adjacent buildings.

108. When a reading is taken by phone, call the office and obtain the information for the reading from someone at that facility. Phone readings may be conducted using the Form 2600 or the IOCS data entry software.

109. You must be careful to ask specific questions to elicit precise information. A problem with telephone readings is that the person to whom you are talking may not be familiar with the In-Office Cost System or the Form 2600.

110. All offices, stations, and branches that participate in the In-Office Cost System should have readily available a Form 2600, Handbook F-45 and Handbook F-46. The person supplying the data can use those references to follow questions and obtain the correct information for the reading.

111. The information you record about the selected employee when taking a telephone reading must be the same as if you were there to observe the employee. The individual supplying the information over the phone must act as your eyes and ears.

112. You must explain to the individual at the other end of the telephone all of the information that is required on the Form 2600. The individual should actually go to the employee's work location and observe the selected employee and accurately describe the work activity of the employee.

113. Follow the flow of the Form 2600/IOCS software, asking the person supplying the information each question in order, to make sure that all the information required is collected correctly.

114. During a telephone reading, never influence a person's responses. For example, do not tell the person who answers the telephone to **"get a piece of mail from the selected employee."** The selected employee may not be handling mail at the time of the reading.

115. Explain the reason for the call and provide a general description of the type of information that is required. If the selected employee is handling mail, the piece of mail should be brought to the phone, so that specific questions about the mail piece can be answered.

116. During a telephone reading, make your questions consistent with the Form 2600/IOCS software. For example, do not ask questions such as: "What do you think the employee is doing?," or "Do you think the piece weighs less than an ounce?" The proper request would be: "Go to the employee and see what kind of task is being performed."

117. During a telephone reading where the selected employee answers the telephone, find out the nature of the activity being performed just prior to the call. Record that activity, and if the employee had a piece of mail, ask her to "Weigh the piece of mail and tell me how much it weighs."

118. Telephone readings should be made as close to the scheduled reading time as possible. It is important to keep the number of telephone readings to a minimum. In addition, telephone readings should only be taken in authorized situations. <u>Do not make phone readings within your own facility or to facilities within the 60 minutes travel time -- unless otherwise advised</u>.

119. Return Phone Call must be marked in Question 6 if a call is made to an office and the person answering the call cannot tie up the phone while she goes to observe the selected employee. She will then call you back with the information required for the Form 2600.

120. In such situations, stress to the person answering the phone that the reading must be made as close to the scheduled reading time as possible. Then ask her to tell you the actual time that she observed the selected employee.

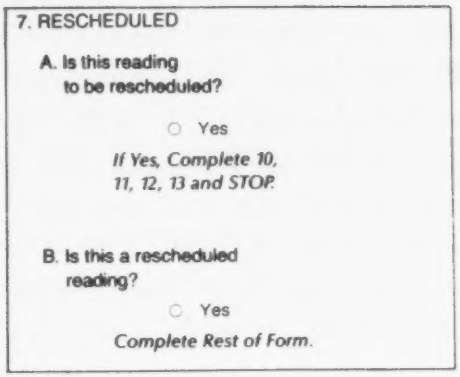
IX. RESCHEDULING A READING

QUESTION 7

CONTENT REVIEW

- When to reschedule a reading
- When to mark "Is this reading to be rescheduled?"
- Who to notify when you reschedule a reading
- When to take a rescheduled reading

121. Question 7, Rescheduled


7. RESCHEDULED

A. Is this reading to be rescheduled?

○ Yes

If Yes, Complete 10, 11, 12, 13 and STOP.

B. Is this a rescheduled reading?

○ Yes

Complete Rest of Form.

122. Question 7 must be marked if:

1. There is more than 30 minutes between the Actual Reading time and the Scheduled Reading time, or

2. No trained personnel are available to take the reading at the Scheduled Reading Time.

123. Rescheduling of a reading may be necessary when you go out to take a LAST reading on an employee who is scheduled to work overtime, but at the last minute the overtime is cancelled, or when the employee is asked to report to work earlier than her normal reporting time and you are not aware of the schedule change.

124. Example: You go to take a LAST reading on an employee whose normal ending time is 1430, and whose LAST Scheduled Reading Time is 1259. The employee's supervisor tells you that the employee is scheduled to work 1 hour of overtime. This overtime will change the LAST Scheduled Reading Time to 1459. You return at 1459 to take the LAST reading and are told that the overtime was cancelled and the employee went home at her normal ending time of 1430. This reading must be rescheduled because the 1259 reading was missed based on earlier information from the supervisor.

125. If you miss a reading, it must be rescheduled. To avoid rescheduled readings, work with mail processing personnel to setup a system so you are notified in advance about selected employees' schedule changes.

126. When conducting a reading and informed that the sampled employee is not scheduled, and then later informed that he did report to work, do not reschedule the test.

127. If it is necessary to reschedule a reading, call the Rates and Classification Center to inform them that the reading must be rescheduled and give the reason for the rescheduling.

128. Rescheduled tests must be taken one week later than the original test date on the same day as originally scheduled (Tuesday, Week 1, must be taken on Tuesday, Week 2). Missed readings that occur during the last week of the quarter must be RESCHEDULED within that week. Missed readings on Friday at the end of the quarter may not be rescheduled.

a. Change the information on the original Label 34 indicating the new, "Week Of" date and "Random Starting Time", of the following week.

b. The new "Random Starting Time" can be obtained from one of the labels for the same day of the following week's sample. If your facility has no readings scheduled for that particular day, call your MSC or the Rates and Classification Center to obtain the new "Random Starting Time" for the day of the rescheduled reading.

c. Carefully erase all entries.

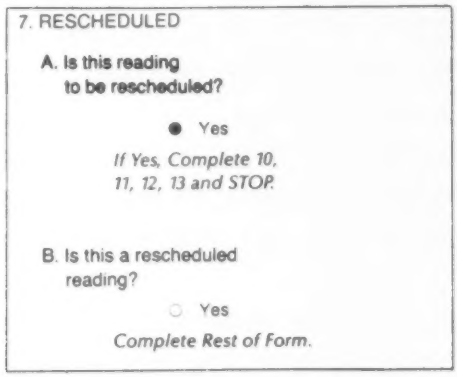
d. Use this original Form 2600 for recording the rescheduled reading.

129. When you complete the rescheduled reading, mark 7B.

130. Do not mark 7B on a rescheduled reading if the rescheduled reading has to be rescheduled again. Mark 7A in such an event. Question 7B is only marked if a rescheduled reading has been completed.

131. For example, the original reading on a selected employee was rescheduled from last week to this week. But you forget to take the rescheduled reading on the employee during the current week. How would you mark Question 7?

Answer:


7. RESCHEDULED
A. Is this reading to be rescheduled?
Yes
If Yes, Complete 10, 11, 12, 13 and STOP.
B. Is this a rescheduled reading?
Yes
Complete Rest of Form.

132. You should mark "Yes" in Question 7A. "Is this sample to be rescheduled?," because the reading has to be rescheduled for the second time.

133. If a reading rescheduled from a previous week must again be rescheduled, follow the same procedure used for an original rescheduling. The reschedule procedure should be followed until a reading is completed and then mark 7B.

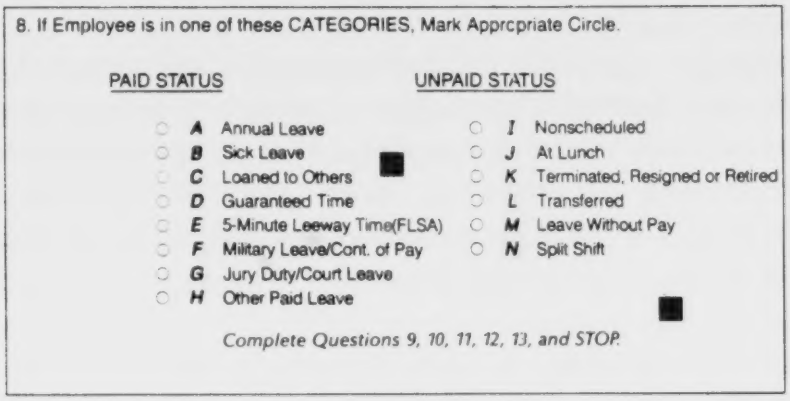
X. INFORMATION ON THE EMPLOYEE BEING READ

QUESTIONS 8 AND 9

CONTENT REVIEW

- When to mark PAID or UNPAID status
- When to complete roster designation change

134. Question 8, Paid and Unpaid Status


8. If Employee is in one of these CATEGORIES, Mark Apprcpriate Circle.

PAID STATUS

- A Annual Leave
- B Sick Leave
- C Loaned to Others
- D Guaranteed Time
- E 5-Minute Leeway Time(FLSA)
- F Military Leave/Cont. of Pay
- G Jury Duty/Court Leave
- H Other Paid Leave

UNPAID STATUS

- I Nonscheduled
- J At Lunch
- K Terminated, Resigned or Retired
- L Transferred
- M Leave Without Pay
- N Split Shift

Complete Questions 9, 10, 11, 12, 13, and STOP.

135. Question 8 is completed if the selected employee is not working in the facility at the time of the reading and is in either a PAID or UNPAID STATUS at the time. Only one category is to be marked.

136. If you have determined that the selected employee is, at the time of the reading, on Annual, Sick or Other Paid Leave, mark the category of leave under PAID STATUS.

137. Mark Loaned to Others only if the selected employee is loaned to another facility and is being paid under that facility's finance number.

best copy available

138. If the selected employee has not reported for work, at the time of the reading, and you're not sure how the supervisor will charge the employee's time, give the best information you can obtain at that time.

139. Example: You may be told that the employee will be charged Leave Without Pay. Later, the employee may be given sick leave or annual leave. You cannot know this in advance. Therefore, mark Leave Without Pay, since this is the best information at the time of the reading.

140. Guaranteed Time is time for which the employee is paid because she was released by her supervisor, and clocked out prior to her scheduled ending time.

141. Example 1: A part-time clerk is guaranteed 4 hours. If the part-time clerk completes the assignment and is released after 3-1/2 hours, the remaining 30 minutes would be Guaranteed Time. If you take a reading on this clerk during those 30 minutes, mark Guaranteed Time.

142. Example 2: If a full-time clerk is called in for overtime, she is guaranteed 8 hours of overtime pay. If the employee is allowed to go home after 5 hours because there is no work, the remaining 3 hours are Guaranteed Time. You would mark Guaranteed Time on this employee if a reading was scheduled on her during these 3 hours.

143. FLSA 5-Minute Leeway Time applies to full-time and part-time regular employees. It is given to allow for congestion at time clocks and other conditions which might cause delays in clocking in or out. This rule allows full-time and part-time regular employees to clock in up to 5 minutes before or after the start of their shifts. They may also clock out up to 5 minutes early or late at the end of the day.

144. Example 1: A reading on an employee is scheduled for 0802. The employee is scheduled to report to work at 0800. At 0802 you find the employee is still waiting to clock in or that she is just coming in and has not reached the clock. In both cases, mark 5-Minute Leeway Time.

145. Example 2: A First Reading is scheduled for 0959 on an employee whose reporting time is 0800. You find that the employee clocked in at 0756. The 4 minutes before the 0800 reporting time are considered 5-Minute Leeway Time. Do not change the FIRST reading to 0759 in such cases. Take the FIRST reading at 0959; no rescheduling is necessary.

146. Example 3: A LAST reading is scheduled for 1626 on an employee whose ending time is 1630. You find the employee has clocked out at 1625. The five minutes before 1630 is 5-Minute Leeway Time.

147. Under the 5-Minute Leeway Time rule, an employee is only allowed a total of 5-minutes leeway for the whole day. You cannot be expected to know, at the time of the reading, if the employee has taken more than the 5 minutes allowed. Mark 5-Minute Leeway Time, if it applies when the reading is being taken, either at the beginning or end of the employee's work schedule.

148. Military Leave/Cont. of Pay is marked if the selected employee's authorized absence from work status is for service in the National Guard or as a reservist of the Armed Forces, or if the selected employee's absence from work status is due to a disabling, job-related, traumatic injury.

149. Jury Duty/Court Leave is marked if the selected employee's authorized absence from work status is for jury duty or for attending judicial proceedings in a non-official capacity as a witness on behalf of a state or local government.

150. Mark Other Paid Leave only if the employee is receiving Administrative Leave, Holiday Leave, Blood Donor Leave, Relocation Leave, Act of God Leave, or any other paid Leave.

151. Mark UNPAID STATUS if the employee is not receiving compensation for her time off.

152. Mark Non-Scheduled for any employee who is not scheduled to work and who is not at work at the time of the reading. Note: Do not confuse a carrier at lunch (even though the carrier is not being paid) with non-scheduled at the time of the reading.

153. Example: You have a reading on a part-time employee who only works 4 hours a day. A THIRD reading is scheduled for this employee, but she has completed her shift at the time of the reading. You would mark Non-scheduled in Question 8.

154. Do not mark Non-scheduled if the employee's schedule has been changed and she is working on the day of the reading. If the employee's scheduled reporting and ending times have also changed, recalculate the scheduled reading time and take the reading based on the employee's new scheduled reporting and ending time.

155. Mark At Lunch if, at the time of the reading, the employee is on a scheduled lunch break. If the reading is scheduled at 1150 and you know that the lunch period begins at 1200, don't wait until 1205 to take the reading so you can conveniently mark At Lunch. Reminder: If a carrier to be read is at lunch (16C) mark the appropriate time in C and go back to Question 8 and Mark, At Lunch. (It is not necessary to erase anything marked on the form.)

156. Mark Terminated, Resigned or Retired on Question 8 if on the day of the reading the employee has been Terminated, Resigned or Retired. The Actual Reading Time should be marked to coincide with the Scheduled Reading Time, in this case.

157. Mark Transferred if, on the day of the reading, an employee has been permanently assigned to another facility under another finance number.

158. Mark Leave Without Pay if the reading is on an employee who has not reported to work and has not requested annual, sick or other leave for the day. If no information to the contrary is known about her leave status at the time of the reading, mark Leave Without Pay.

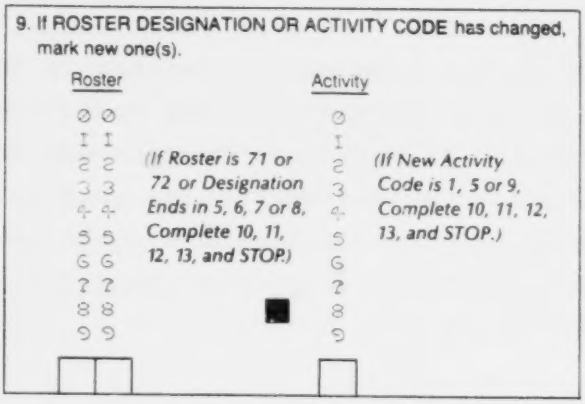
159. Split-Shift only applies to employees who work split-shifts. These employees have schedules with more than one reporting and ending time within a 24-hour period. Mark Split-Shift for an employee, other than a CAG K clerk, who is between shifts and not on the clock at the time of the reading. Some employees have a schedule that includes a 2-hour lunch break and are not to be considered split-shift employees. Mark At Lunch for an employee on a 2-hour lunch break.

160. Example: A split-shift employee's work schedule is 0700 to 1100 and 1330 to 1730. If the Random Starting Time on the day of the reading is 0.59, and Reading on the Label 34 requires a FIRST reading, the employee's Scheduled Reading would be calculated as 0859. If the Reading on the Label 34 had required a SECOND reading, the employee's Scheduled Reading would be calculated as 1059. If a THIRD reading was required, the Scheduled Reading would be calculated as 1259. The employee would not be on the clock for the THIRD reading (that is, the employee would be between her split-shift). This is the only situation in which Split-Shift would be marked in Question 8. If the LAST reading was required, then the Scheduled Reading would be calculated as 1659. If a FIRST, SECOND, or LAST reading had been specified, a normal Reading would have been taken on the employee's activity.

NOTE: This procedure does not apply in CAG K offices.

161. If one of the Unpaid Status items is marked in Question 8, complete Question 9-13 and stop.

162. Question 9, If Roster Designation or Activity Has Changed, Mark New One(s).


9. If ROSTER DESIGNATION OR ACTIVITY CODE has changed, mark new one(s).
Roster
Activity
(If Roster is 71 or 72 or Designation Ends in 5, 6, 7 or 8, Complete 10, 11, 12, 13, and STOP.)
(If New Activity Code is 1, 5 or 9, Complete 10, 11, 12, 13, and STOP.)

163. This question is completed only if there is an "official" change in the employee's roster designation or activity code. If there has been no change in the roster designation or activity code, leave Question 9 blank.

164. For each employee being read, the employee's roster designation and activity code are pre-printed on Label 34. This information is taken from the payroll tape from which the sample was selected. Because the sample is selected several weeks in advance of the sample week, the roster designation and activity code may have changed by the time the reading is scheduled to be taken. Therefore, you must check with the selected employee at the time of the reading to verify that the roster designation and activity code on the Label 34 are current. If there has been an official change in either the roster designation or activity code, mark the change in Question 9. Mark both the roster designation and activity code even if only one has been changed.

165. In a PSDS office, an official roster designation change occurs when an employee is told by her supervisor to clock-in to a MODS operation of a craft which is different from the craft roster designation and activity code shown on the Label 34 for that employee.

166. In a Non-PSDS office, an employee's roster designation or activity code is officially changed through the use of Form 1230-C, Time Card (Other Service Card). If an official change has been made for an employee selected to be read and the current roster designation or activity code differs from the one printed on the Label 34, mark the change in Question 9.

167. When you take a reading on an employee who is in an "acting" position, determine whether any official change in roster designation or activity code has been made. If one has been made and it is different from the roster designation or activity code printed on Label 34, mark the change in Question 9.

168. An official change in roster designation is marked in the first two columns in Question 9, under the heading Roster. An official change in activity code is marked in the third column in Question 9, labeled Activity. Complete both roster designation and activity code in Question 9, even if only one of these items has changed at the time of the reading.

169. Example 1: You have a reading on a clerk with a roster designation of 11 and an activity code of 0. On the day of the reading, the employee is officially assigned to an acting supervisor's position with a roster designation of 09 and an activity code of 0. Complete Question 9 by marking 0 and 9 in columns one and two, under Roster, and by filling in 0 in column three under Activity.

170. Example 2: You have a reading on a city delivery carrier who has been officially changed to a vehicle service driver. The employee's ACTIVITY code has changed from a 4 to a 5, but her ROSTER DESIGNATION has remained a 13. In Question 9, mark 13 in the Roster designation columns and 5 in the Activity code column.

171. Example 3: You have a reading on a CAG K Clerk who is acting for the Postmaster. Record roster designation 09, activity code 0, and enter occupation code 10000000 in Question 14B.

172. The crafts listed below are <u>not</u> covered by the Form 2600:

Vehicle Service (Maintenance)	05, 15, 35, 45, 55
Maintenance Service (Including Telephone Operators)	06, 16, 36, 56, 66
Security Force	17, 47
Leave Replacement CAG L	58
Regular Rural Carrier	71
Sub Rural Carrier, vacant route	72
Sub Rural Carrier other than vacant route	73
Emergency Sub Rural Carrier, nonpostal employee	74
Rural Carrier Relief/Replacement	75
Emergency Sub Rural Carrier, postal employee	76
Rural Auxiliary Carrier, postal employee	77
Rural Auxiliary Carrier, nonpostal employee	78
Rural Carrier, Casual	79
Postmaster	08
Acting Postmaster and Officer in Charge	08
Vehicle Service Operator	13, 33, 43, 63 (Activity Code 5 only)
Bulk Mail Centers, General Manager, Managers/Directors, Superintendents and Administration	09 (Activity Code 1 only)

173. If an employee to be read has a change in roster designation to an 08 or to a roster designation and activity code of 13-5, 33-5, 43-5 or 63-5; or her activity code changes to a 1 or 9, complete Questions 10, 11, 12 (if applicable), 13, and STOP.

174. This is a list of roster designations for employees who are read by Form 2600.

11	Clerk, full time
31	Clerk, part time, regular schedule
41	Clerk, part time, flexible schedule
61	Clerk, casual
12	Mailhandler, full time
32	Mailhandler, part time, regular schedule
42	Mailhandler, part time, flexible schedule
62	Mailhandler, casual
13	City Delivery Carrier, full time
33	City Delivery Carrier, part time, regular schedule
43	City Delivery Carrier, part time, flexible schedule
63	City Delivery Carrier, casual
14	Special Delivery Messenger, full time
34	Special Delivery Messenger, part time, regular schedule
44	Special Delivery Messenger, part time flexible schedule
64	Special Delivery Messenger, casual
09, 19	Supervisor, Technician

NOTE: Head Occupational Health Nurse, Roster Designation 09-0, Occupation Code 0610-6003 or Roster 11-1 Occupation Code 0610-4001

a. If the roster designation is 11-1 or 09-0 on Label 34 and a change is not recorded in Question 9, complete page 1 and STOP.

b. If the roster designation has changed from that given on the Label 34 to 11-1 or 09-0 (Q.9), complete page 1 and STOP.

c. If the roster designation has changed from 11-1 to a roster designation and activity code that are read by the IOCS, follow normal procedures.

XI. INFORMATION ON THE READING

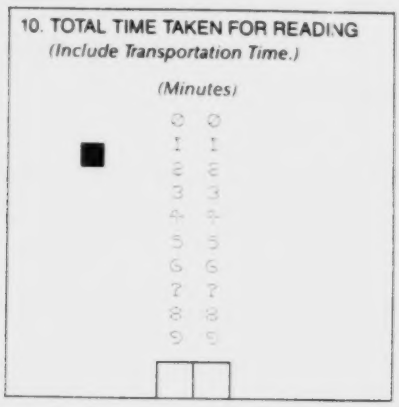
QUESTIONS 10 THROUGH 13

CONTENT REVIEW

- How to calculate the total time to take a reading
- How to complete the data collector's name and title
- When to complete the name and title of the person supplying the sample information
- How to complete the data collector identification number.

175. Question 10, Total Time Taken for a Reading

Question 10 must be filled in on each Form 2600 that is completed.



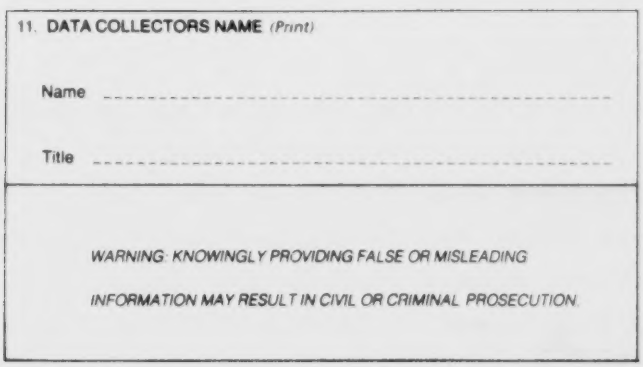
Record the total time (in minutes) it takes for a reading. The total time is calculated as the time starting from when you leave your desk to observe an employee until you return and complete the form. The total time, should include any transportation time (round trip) used to take a reading at another facility.

176. If you are required to take a reading on several employees at the same scheduled reading time, you'll have to cluster these readings around the scheduled reading time. In this case, you may calculate the average time it took for each reading, and enter this average time on each of the forms.

177. Example: You had five readings to take at the same reading time and it took 40 minutes to complete all 5 readings. You may calculate the average time for each reading, rather than trying to record the exact times. The average time for each reading, in this case, is 8 minutes. Enter 8 minutes Total Reading Time for each of the five readings.

When figuring total reading time, exclude any time spent by the finance office in preparing the Form 2600.

178. Question 11, Data Collector's Name


11. DATA COLLECTORS NAME (Print)
Name
Title
WARNING: KNOWINGLY PROVIDING FALSE OR MISLEADING
INFORMATION MAY RESULT IN CIVIL OR CRIMINAL PROSECUTION

Print your name and job title in Question 11 for each reading to be submitted for processing. The warning statement reminds you that the Form 2600 is an official document.

179. Question 12, Person Supplying Data

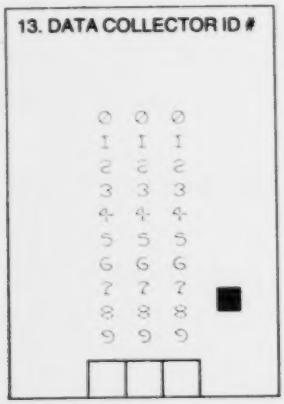
12. PERSON SUPPLYING DATA *(Phone Reading Only) (Print)*

Name _____

Title _____

Complete this question only if an authorized phone reading is taken. Print the name and title of the individual who has supplied the information about the employee who was read.

180. Question 13, Data Collector Identification Number



The identification number for data collectors are assigned by their individual offices. A data collector conducting IOCS readings must mark her assigned 3-digit identification number in 13. Question 13 must be completed for all IOCS readings.

181. Question 13 is included to aid individual offices and data collectors. Each pay period, offices participating in IOCS receive Exception Reports which are broken out by Data Collector ID numbers. The exception report is designed to help data collectors identify the exceptions they are making when completing the form. The Exception Reports should be used to identify special areas in which data collectors are having problems and may need to review instructions or other supplemental materials.

XII. CRAFT AND ACTIVITY OF EMPLOYEE BEING READ AND SUPERVISOR READINGS

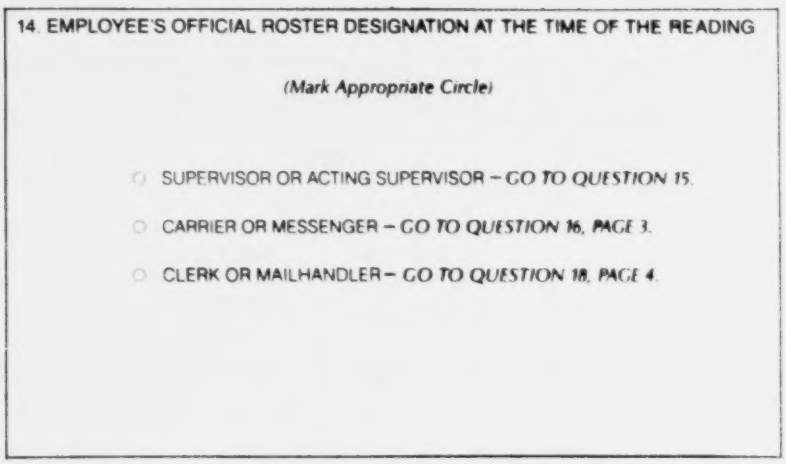
QUESTIONS 14 AND 15

CONTENT REVIEW

- How to complete Question 14, Employee's Official Roster Designation at the Time of the Reading
- Question 15 - Supervisor and Acting Supervisor
- What information is required to complete Questions 15A, B, C, D, E, F, and G

A. QUESTION 14

182. Question 14, Employee's Official Roster Designation at the Time of the Reading.


14. EMPLOYEE'S OFFICIAL ROSTER DESIGNATION AT THE TIME OF THE READING

(Mark Appropriate Circle)

○ SUPERVISOR OR ACTING SUPERVISOR – *GO TO QUESTION 15.*

○ CARRIER OR MESSENGER – *GO TO QUESTION 16, PAGE 3.*

○ CLERK OR MAILHANDLER – *GO TO QUESTION 18, PAGE 4.*

Do not complete Question 14 if:

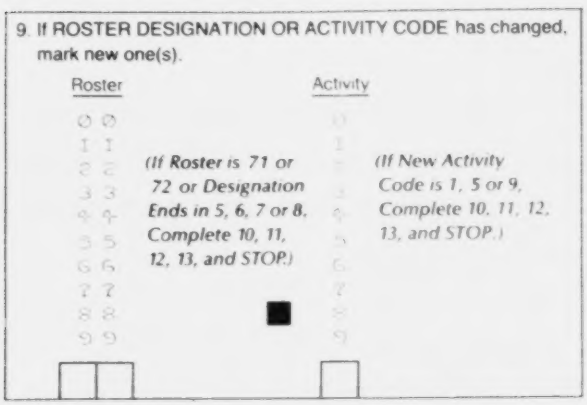
a. The reading is to be rescheduled.

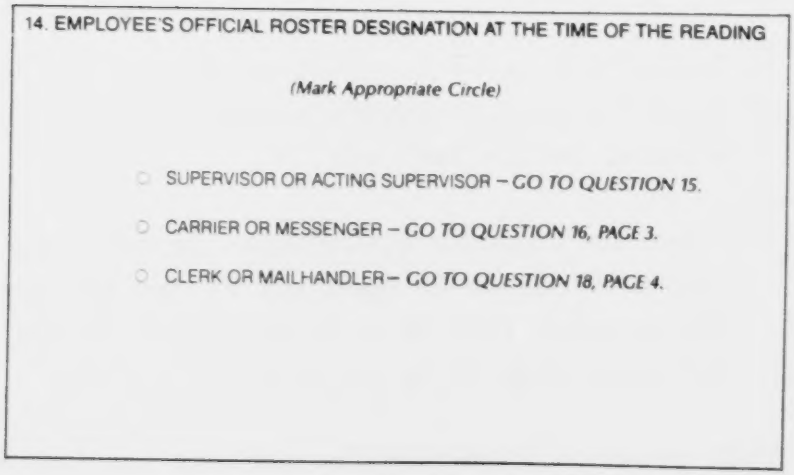
b. Question 8 is marked indicating the employee is in either a PAID or UNPAID status, and she is not working in the facility.

c. There is a roster designation or activity code change recorded in Question 9, and the new roster designation ends in a 5, 6, 7 or 8 or the new activity code is 1, 5, or 9.

183. This question is marked to indicate the employee's official roster designation at the time of the reading, and to inform you what questions should be answered after completion of Question 14.

184. If you have recorded a change in roster designation in Question 9, use the new roster designation to answer Question 14. It is not necessary to physically make a change to the Label 34.


9. If ROSTER DESIGNATION OR ACTIVITY CODE has changed, mark new one(s).
Roster
Activity
0 0
1 1
2 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9
(If Roster is 71 or 72 or Designation Ends in 5, 6, 7 or 8, Complete 10, 11, 12, 13, and STOP.)
(If New Activity Code is 1, 5 or 9, Complete 10, 11, 12, 13, and STOP.)


14. EMPLOYEE'S OFFICIAL ROSTER DESIGNATION AT THE TIME OF THE READING
(Mark Appropriate Circle)
SUPERVISOR OR ACTING SUPERVISOR – GO TO QUESTION 15.
CARRIER OR MESSENGER – GO TO QUESTION 16, PAGE 3.
CLERK OR MAILHANDLER – GO TO QUESTION 18, PAGE 4.

186. If the roster designation has not changed, use the roster designation shown on Label 34 to complete Question 14.

POST OFFICE		CAG	FINANCE NO.	REGION
WEEK OF	DAY	READING	RANDOM STARTING TIME	
EMPLOYEE NAME			PAY LOCATION	
ROSTER DESIGNATION 12-0	OCCUPATION CODE		SOCIAL SECURITY NO.	

Label 34, June 1980

187. Example: An employee's roster designation on the Label 34 is 12-0 (Mailhandler), but in Question 9, you recorded a change to 09-0 (Supervisor).

9 If ROSTER DESIGNATION OR ACTIVITY CODE has changed, mark new one(s)

Roster	Activity
(If Roster is 71 or 72 or Designation Ends in 5, 6, 7 or 8, Complete 10, 11, 12, 13, and STOP.)	(If New Activity Code is 1, 5 or 9, Complete 10, 11, 12, 13, and STOP.)
09	0

14. EMPLOYEE'S OFFICIAL ROSTER DESIGNATION AT THE TIME OF THE READING

(Mark Appropriate Circle)

- ● SUPERVISOR OR ACTING SUPERVISOR – GO TO QUESTION 15.
- ○ CARRIER OR MESSENGER – GO TO QUESTION 16, PAGE 3.
- ○ CLERK OR MAILHANDLER – GO TO QUESTION 18, PAGE 4.

In this case, mark Question 14, Supervisor or Acting Supervisor, if the employee had an official roster designation change from a Mailhandler to a Supervisor.

187. If, at the time of the reading, an employee to be read is a Supervisor or Acting Supervisor and Question 14 is in agreement, answer Question 15, beginning at the bottom of page 1 of Form 2600.

188. If, at the time of the reading, an employee to be read is a City Carrier, or a Special Delivery Messenger and Question 14 is in agreement, answer Question 16, on page 3 of Form 2600.

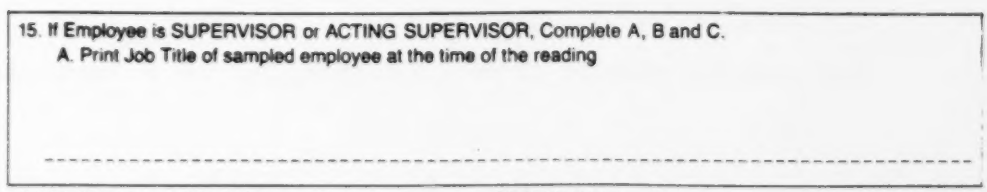
189. If, at the time of the reading, an employee to be read is a Clerk or Mailhandler and Question 14 is in agreement, answer Question 18, on page 4 of Form 2600.

B. QUESTION 15

190. Here's how to complete the Form 2600 if the employee to be read is a Supervisor or Acting Supervisor with a Roster Designation of 09 or 19 and Activity Code of 0. For such an employee, you must complete Question 15, parts A, B, and generally C, and depending on which Category in 15C(5) is marked, 15D and/or E, or F or G may also have to be marked.

191. <u>Question 15A</u>

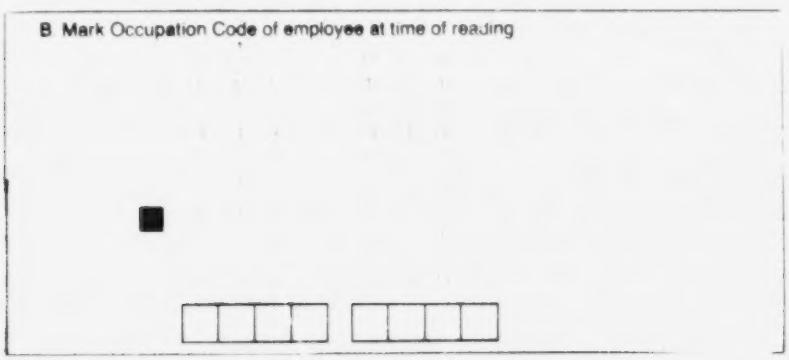
Print the supervisor/acting supervisor's job title in the space provided. Do not abbreviate or use local terminology when providing the employee's job title. Do not use the term "Acting" to identify this position.


15. If Employee is SUPERVISOR or ACTING SUPERVISOR, Complete A, B and C.
A. Print Job Title of sampled employee at the time of the reading

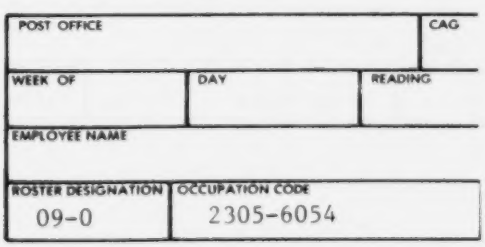
PS-FORM 2600 APRIL 1989 FOSDIC 26.1:1

For a supervisor, this will be the title of her permanently assigned position, with one exception. If, at the time of the reading, the supervisor is assuming the responsibilities of another position and a Form 1723 (Assignment Order) or Form 1230-C (Time Card-Other Service Card) has or will be prepared, record the title of that position. For a craft employee officially acting as a supervisor, record the title of the supervisory position assumed at the time of the reading, regardless of the duration of the assignment. If the reading is taken on a supervisor/acting supervisor who has been given an unofficial title such as "Quality of Worklife Coordinator", record the title and occupation code of his regular, new or acting position. Unofficial titles do not affect the occupation code to be recorded.

192. Question 15B



15B is marked only if there has been a change in jobs at the time of the reading. Mark the occupation code of the new or acting position, do not record the occupation code from Label 34.



193. In cases where the selected employee has had a change in position since the sample was selected, the occupation code on the label may not be the correct one, or no occupation code may be printed.

Examples: (1) an employee with the occupation code for a Foreman printed on Label 34 may be officially acting as a Tour Supervisor; (2) a clerk with no occupation code printed on Label 34 may have recently been promoted to Tour Supervisor.

194. In both cases, you may have to obtain the new occupation codes from the Organization Management Staffing Status Report (OMSS), or the personnel file. This report is available from the Finance Director, or the Director of Human Resources. If no occupation code can be obtained, enter a one in the first field and zero fill 15B. Follow the flow of the form, and indicate in Remarks: "No Occupation Code."

195. In smaller offices, you may not have access to an OMSS report. If an OMSS or personnel file report is not available locally, call the MSC or the Division to get the occupation code for the supervisor.

196. You may, under certain circumstances, be finished with this reading. First, examine Label 34 to see if four asterisks appear after the name.

POST OFFICE		CAG	FINANCE NO.	REGION
WASHINGTON DC 20066		A	10-5000	2
WEEK OF	DAY	READING	RANDOM STARTING TIME	
02/27/88	3	1ST	0.59	
EMPLOYEE NAME			PAY LOCATION	
B. J. PAGE ****			123	
ROSTER DESIGNATION	OCCUPATION CODE		SOCIAL SECURITY NO.	
09-0	2305-6054		579-96-1004	

Label 34, June 1980

If four asterisks do appear, compare the occupation code recorded in 15B to that on Label 34. If they are the same, you have completed the form! Remember, this applies only to supervisor readings where:

(1) There are four asterisks (****) on the Label 34; and
(2) The occupation code in 15B matches that on the label.

If the occupation code in 15B matches one of the following, you have completed the form.

0018-5004	Safety Specialist A
0018-5005	Safety Specialist B
0201-5024	Personnel Assistant A
0201-5025	Personnel Assistant B
0610-4001	Occupational Health Nurse
0610-6003	Head Occupational Health Nurse

197. Question 15C, Supervisor's Responsibility

This section is designed to determine the supervisor's activity within her normal areas of responsibility at the time of the reading.

15. Continued — SUPERVISOR'S RESPONSIBILITY

C. Involvement With Employee(s)

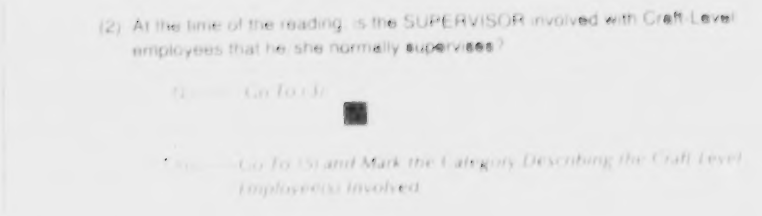
(1) Does the ACTIVITY the SUPERVISOR is engaged in at the time of the reading involve any employees?

○ No — *Go To (5) and Mark the Category that Describes the SUPERVISOR'S RESPONSIBILITY at the Time of the Reading.*

Yes — *Go To (2)*

The activity can include direct face-to-face contact, a supervisor observing the work of one or more employees, or a supervisor doing work relating to one or more employees. If one of these activities occurs, answer Yes to 15C(1) and go to 15C(2); otherwise, answer No, go to 15C(5), and mark the category that describes the supervisor's responsibility at the time of the reading.

198.

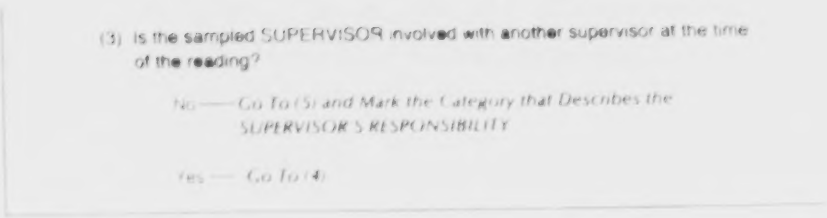

(2) At the time of the reading, is the SUPERVISOR involved with Craft Level employees that he/she normally supervises?
Go To (3)
Go To (5) and Mark the Category Describing the Craft Level Employee(s) Involved

If the answer to 15C(1) is Yes, in 15C(2) answer Yes or No. If the supervisor (or acting supervisor) at the time of the reading is involved with craft level employees that she normally supervises, mark Yes in Question 15C(2), go to Question 15C(5), and mark the category describing the craft level employee(s) involved. If the supervisor (or acting supervisor) is not involved with craft level employee(s) that she normally supervises, Mark No in Question 15C(2) and go to Question 15C(3).

199. Example 1: If a supervisor is signing a Form 3971 (leave slip) for a clerk who works for her, answer Yes in 15C(1) and Yes in 15C(2).

200. Example 2: If a carrier supervisor is talking to a vehicle service driver, answer Yes in 15C(1) and No in 15C(2).

201.


(3) Is the sampled SUPERVISOR involved with another supervisor at the time of the reading?

No — *Go To (5) and Mark the Category that Describes the SUPERVISOR'S RESPONSIBILITY*

Yes — *Go To (4)*

202. If you answered No in 15C(2), you must answer 15C(3). This question is posed to determine if the selected supervisor being read is involved with another supervisor, regardless of how they relate in the organization.

203. If the supervisor (or acting supervisor) is involved with another supervisor at the time of the reading, mark Yes in question 15C(3) and go to question 15C(4). If the supervisor (or acting supervisor) is not involved with another supervisor, mark No, go to question 15C(5) and mark the category that describes the supervisor's responsibility at the time of the reading.

204. Example 1: A carrier supervisor is speaking to the station manager. Answer Yes in 15C(3).

205. Example 2: A carrier supervisor is speaking to the postmaster. Answer No in 15C(3), because the postmaster is not a supervisor (roster designation 08).

206. If you answer No in 15C(3), you will go to 15C(5); and if you answer Yes, go to 15C(4).

207.

(4) Is the sampled SUPERVISOR responsible for the supervisor he/she is involved with?

No — *Go To (5) and Mark the Category that Describes the Responsibility at the Time of the Reading of the Sampled SUPERVISOR.*

Yes — *Go To (5) and Mark the Category that Describes the Subordinate Supervisor's Responsibility at the Time of the Reading*

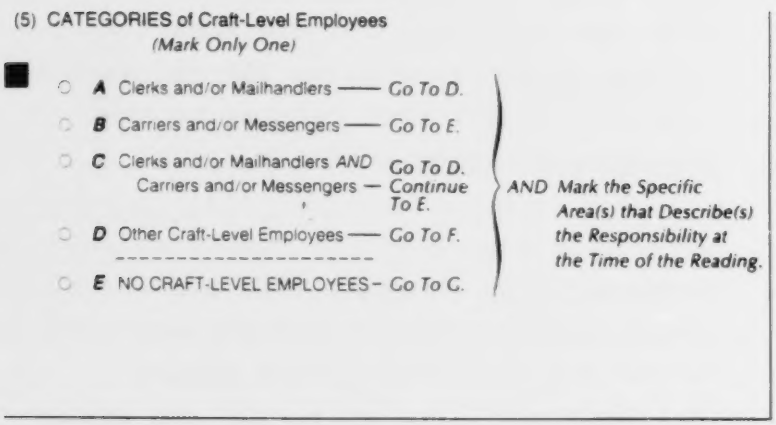
208. Question 15C(4) is designed to determine if the supervisor being read is dealing with another supervisor who reports to or is responsible to the supervisor being read.

209. If the supervisor (or acting supervisor) being read is responsible for the supervisor she is involved with at the time of the reading, mark Question 15C(4) Yes, go to Question 15C(5), and mark the category that describes the subordinate supervisor's responsibility at the time of the reading. If the supervisor (or acting supervisor) is not responsible for the supervisor she is involved with, mark Question 15C(4) No, go to Question 15C(5), and mark the category that describes the responsibility of the supervisor being read.

210. Example 1: The supervisor being read, a carrier supervisor, is talking to the station manager. Answer No in 15C(4), because the supervisor being read is not responsible for the station manager.

211. Example 2: The supervisor being read, a station manager, is talking to a carrier supervisor at the station. Answer Yes in 15C(4), because the station manager is responsible for the carrier supervisor. In 15C(5) answer according to the carrier supervisor's responsibility at the time of the reading.

212. 15C(5), Categories of Craft-Level Employees (Mark Only One)


(5) CATEGORIES of Craft-Level Employees
(Mark Only One)
A Clerks and/or Mailhandlers — Go To D.
B Carriers and/or Messengers — Go To E.
C Clerks and/or Mailhandlers AND Carriers and/or Messengers — Go To D. Continue To E.
D Other Craft-Level Employees — Go To F.
E NO CRAFT-LEVEL EMPLOYEES — Go To G.
AND Mark the Specific Area(s) that Describe(s) the Responsibility at the Time of the Reading.

213. You may have been directed to this question from 15C(1), (2), (3), or (4). You must answer this question.

214. Clerks and/or Mailhandlers - Go to D.

You may have been directed here from 15C(1), (2), (3) or (4). Each is discussed in turn.

215. 15C(1) NO - If the supervisor's activity cannot be focused in any way towards specific employee(s), but she normally supervises clerks/mailhandlers, mark the Clerk/ Mailhandler bullet in 15C(5); then go to 15D and mark what the clerks/mailhandlers are doing.

216. 15C(2) YES - If the supervisor's work directly relates to clerk/mailhandler employees who work for her, mark the Clerk/Mailhandler bullet in 15C(5). Go to 15D and mark the specific bullet that relates to the clerk/mailhandler activity.

217. 15C(3) NO - If a supervisor of clerks/mailhandlers is engaged in an activity with someone who is not another supervisor or a craft employee who works for her, mark Clerks and/or Mailhandlers; then go to 15D and answer the question in terms of what the clerks/mail-handlers who work for this supervisor normally do.

218. 15C(4) NO - If the selected supervisor (of clerks) at the time of the reading is dealing with another supervisor not supervised by her, mark the Clerks and/or Mailhandlers bullet in 15C(5) then go to 15D and mark those activities that describe what the supervisor's clerks are doing.

219. 15C(4) YES - If the selected supervisor (of clerks) at the time of the reading is dealing with another supervisor who is supervised by her, mark the Clerks and/or Mailhandlers bullet in 15C(5). Then go to 15D and mark the activities that the subordinate supervisor's clerks/mailhandlers normally are doing.

220. Carriers and/or Messengers - Go to E.

You may mark this bullet after marking 15C(1), (2), (3) or (4). This bullet will apply if:

(a) the supervisor at the time of the reading is doing work connected only with carriers and/or messengers; or

(b) the supervisor is responsible only for carriers and/or messengers, but is doing work not related specifically to individual employees.

After marking 15C(5), go to 15E and mark the craft(s) that determined your answer in 15C(5).

221. Example 1: A supervisor of city delivery carriers and special delivery messengers is preparing an overtime request for one city delivery carrier. Mark 15C(1) Yes; (2) Yes; (5) Carriers and/or Messengers; and 15E, City Delivery (Carriers).

222. Example 2: A supervisor of city delivery carriers and special delivery messengers is ordering carry out for lunch on the phone. Mark 15C(1) No; (5) Carriers and/or Messengers; 15E, City Delivery (Carriers) and Special Delivery (Messengers).

223. Clerks and/or Mailhandler and Carriers and/or Messengers - Go to D and continue to E.

This bullet in 15C(5) may be marked after marking 15C(1), (2), (3) or (4). It is to be marked only under those circumstances where (a) the supervisor is responsible for both craft categories, but (b) at the time of the reading you cannot identify the supervisor's responsibility as relating specifically to one or the other craft.

224. Example 1: A station manager (of both window and delivery) is meeting with the postmaster. Answer 15C(1) Yes; 15C(2) No; 15C(3) No; 15C(5) Clerks and/or Mailhandlers and Carriers and/or Messengers. Go to 15D and 15E and mark the appropriate categories.

225. Example 2: The station manager above is speaking with her carrier supervisor. Answer 15C(1) Yes; 15C(2) No; 15C(3) Yes; (4) Yes; (5) Carriers and/or Messengers. Go to 15E and mark those crafts supervised by the carrier supervisor.

226. Other Craft-Level Employees - Go to F.

You may be directed here from 15C(1), 15C(2), 15C(3) or 15C(4). Mark this bullet if the supervisory responsibility at the time of the reading predominantly relates to Vehicle Service, Maintenance Service or Other Crafts not listed.

227. Example: A supervisor of vehicle service drivers is signing a Form 3971 for one of the drivers. Answer 15C(1) Yes, 15C(2) Yes, 15C(5) Other Craft-Level Employees, 15F, Vehicle Service.

228. No Craft-Level Employees - Go to G.

Certain supervisors do not have craft employees reporting to them, with the possible exception of a clerk/secretary. If this is the case and the supervisor is not dealing solely with a clerk/secretary, mark 15C(1) No and 15C(5) No Craft-Level Employees. Then go to 15G and mark the applicable category.

229. Question 15D, Clerk/Mailhandler Activities

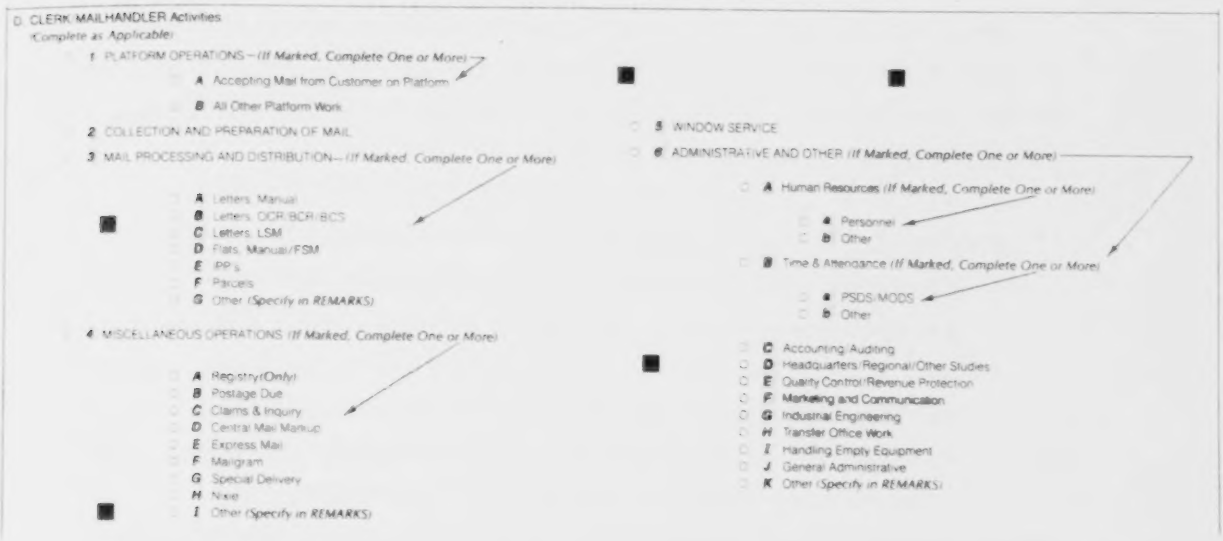
Complete 15D according to the activities being performed by the employees for whom the supervisor is directly (or indirectly) responsible at the time of the reading. For employees in the craft(s) for whom the supervisor is responsible, record all their work activities. You can mark one or more major items listed. If you mark a major item that has subactivities, then you must also mark at least one of the subactivities.

230. If the supervisor is only involved with clerks at the time of the reading, mark only the clerk activities in Question 15D that she is responsible for at the time of the reading. Mark one or more clerk activities in Question 15D as applicable.

231. If the supervisor is only involved with mailhandlers at the time of the reading, mark only the mailhandler activities in Question 15D that she is responsible for at the time of the reading. Mark one or more mailhandler activities in Question 15D as applicable.

232. If the supervisor is involved with both clerks and mailhandlers at the time of the reading, mark both the clerk and mailhandler activities in Question 15D that she is responsible for at the time of the reading. Mark one or more clerk and mailhandler activities in Question 15D as applicable.

233. Example 1: A supervisor in Mail Processing who supervises both clerks and mailhandlers is, at the time of the reading, involved in an activity working with LSM clerks. In this case, mark in 15D: Mail Processing and Distribution, and Letters, LSM.


D. CLERK MAILHANDLER Activities
(Complete as Applicable)
1 PLATFORM OPERATIONS—(If Marked, Complete One or More)
A Accepting Mail from Customer on Platform
B All Other Platform Work
2 COLLECTION AND PREPARATION OF MAIL
3 MAIL PROCESSING AND DISTRIBUTION—(If Marked, Complete One or More)
A Letters, Manual
B Letters, OCR/BCR/BCS
C Letters, LSM
D Flats, Manual/FSM
E IPP's
F Parcels
G Other (Specify in REMARKS)
4 MISCELLANEOUS OPERATIONS (If Marked, Complete One or More)
A Registry(Only)
B Postage Due
C Claims & Inquiry
D Central Mail Markup
E Express Mail
F Mailgram
G Special Delivery
H Nixie
I Other (Specify in REMARKS)
5 WINDOW SERVICE
6 ADMINISTRATIVE AND OTHER (If Marked, Complete One or More)
A Human Resources (If Marked, Complete One or More)
a Personnel
b Other
B Time & Attendance (If Marked, Complete One or More)
a PSDS/MODS
b Other
C Accounting/Auditing
D Headquarters/Regional/Other Studies
E Quality Control/Revenue Protection
F Marketing and Communication
G Industrial Engineering
H Transfer Office Work
I Handling Empty Equipment
J General Administrative
K Other (Specify in REMARKS)

234. Example 2: A supervisor of a Registry Section is, at the time of the reading, involved in a general activity concerning the entire section. This supervisor has responsibility only for clerks. To record the correct information on her employees, mark in 15D: Miscellaneous Operations and Registry (Only).

235. Example 3: A General Supervisor of Mails who is being sampled is talking to a Supervisor who reports to her. The General Supervisor does not directly supervise craft employees, but the Supervisor supervises clerks and mailhandlers. In this case, mark 15D according to all activities of the clerks and mailhandlers under the Supervisor and indirectly under the General Supervisor.

236. Example 4: A supervisor of both carriers and clerks is involved with her Window Service Clerks at the time of the reading. Mark Question 15D - Window Service.

237. Remember that when a selected supervisor is directly or indirectly involved with clerks and/or mailhandlers, you must determine the activities of the clerks and/or mailhandlers. These activities must be marked under six major categories in 15D:

a. Platform Operations include activities that take place on the platform or are related to the acceptance of mail on the platform, such as weighing and accepting, receiving mail from customers, and caller service. Other work includes loading, unloading, dock transfer, and related services. A subcategory must be marked if the clerks or mailhandlers supervised are working on the platform.

b. Collection and Preparation of Mail includes collecting mail, opening and dumping, edging/facing, culling, canceling, rewrapping, and other mail collection and preparation activities.

c. Mail Processing and Distribution includes letters, manual; letters, OCR/BCR/BCS; letters, LSM; flats, manual/FSM; IPP's; Parcels; and Other. A subcategory must be marked if Mail Processing and Distribution is marked.

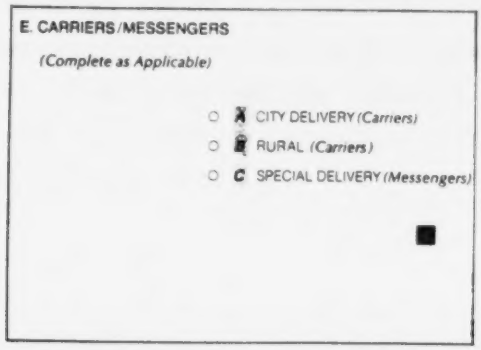
d. Miscellaneous Operations includes activities relating to Registry (only), postage due, claims and inquiry, Central Mail Markup (Automated and Manual), Express Mail, Mailgram, Special Delivery, nixie, and other. The appropriate descriptive subcategory should be marked.

e. Window Service includes activities taking place in the window area such as preparing to open or close out the window; work relating to post office boxes, caller service, non-boxholder firms, general delivery, customer hold mail, auditing of stamp credits, customer inquiries; or any other window services.

f. Administrative and Other includes work in Human Resources (personnel or other); time and attendance (PSDS/MODS or other); accounting/auditing; Headquarters/Rates and Classification Center/Other studies; Quality control/revenue protection; Marketing and Communication; Industrial engineering; Transfer office work; Handling empty equipment; General administrative work; and other. Mark one or more categories if Administrative and Other is marked.

238. 15E Carrier/Messenger Activities

Complete 15E by marking one or more subcategories. Keep in mind that a subcategory can be marked only if the supervisor is normally responsible for that craft.



You must determine whether the supervisor is directly involved with City Delivery Carriers and/or Rural Carriers and/or Special Delivery Messengers at the time of the reading, and then mark 15E, accordingly. If the supervisor is not directly involved with a craft(s) employee, then the data collector must determine for which crafts the supervisor is responsible during the normal course of her job and indicate those in 15E.

239. Example 1: A supervisor is responsible for City Delivery and Rural Carriers and, at the time of the reading, is discussing something with the carrier foreman who supervises both crafts. You must mark both subcategories, City Delivery (Carriers) and Rural (Carriers).

240. Example 2: A supervisor of city carriers, rural carriers, and special delivery messengers is directly involved with a rural carrier at the time of the reading. In 15E mark the subcategory Rural (Carriers).

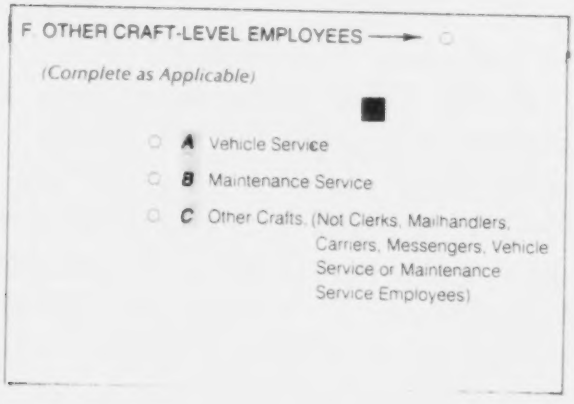
241. Example 3: A supervisor is responsible for clerks, city carriers, and special delivery messengers. At the time of reading, she is discussing workloads with a special delivery messenger, in this case, mark in 15E the subcategory, Special Delivery (Messengers).

242. Example 4: A supervisor is responsible for city carriers, rural carriers, and special delivery messengers, but at the time of the reading is not dealing directly with any of those crafts. Mark in 15E the three subcategories, since the supervisor has responsibility for all of the crafts.

243. Example 5: A supervisor of clerks and city carriers is, at the time of the reading, talking to the carrier supervisor about city delivery carrier activities for the day. Here, you must mark in 15E the subcategory, City Delivery (Carriers).

244. Example 6: A Superintendent of Delivery and Collection being read is talking to her Carrier Supervisor but is not directly involved with any craft employee at the time of the reading. In this case, mark Yes in 15C(1), No in 15C(2), Yes in 15C(3), Yes in 15C(4), and Carriers and/or Messengers in 15C(5). Mark all subcategories in 15E for which the Carrier Supervisor has responsibility.

245. 15F, Other Craft-Level Employees


F. OTHER CRAFT-LEVEL EMPLOYEES
(Complete as Applicable)
A Vehicle Service
B Maintenance Service
C Other Crafts. (Not Clerks, Mailhandlers, Carriers, Messengers, Vehicle Service or Maintenance Service Employees)

The categories in this section are Vehicle Service, Maintenance Service, and Other Crafts. Mark one or more items which describe the supervisor's responsibility at the time of the reading. Further, if a supervisor oversees employees in one or more of these categories and a secretary (clerk), mark this section unless the supervisor is dealing only with the clerk at the time of the reading.

246. 15G, No Craft-Level Employees

The Categories are: Training; Accounting/Auditing; Industrial Engineering; Quality Control/Revenue Protection; Administrative Work; Human Resources; Marketing and Communication; Secretarial Work; Transportation Related; Production Control or Planning; and Other. Examples of supervisors that fall into the other category are numerous, but occur too infrequently to justify including all of them on the Form 2600.

247. The following in 15G represents readings on a supervisor with a Roster Designation/ Activity Code of 09-0 or 19-0 who supervises No Craft-Level Employees:

a. Secretarial Work should be marked for a selected employee with the Job Title: Secretary/Typist, Typist, Senior Secretary, Secretary, or Stenographer, who is doing secretarial work in any area. If the person selected is not doing secretarial work, mark the area in which the person is working. NOTE: A clerk (11,31,41,61) doing secretarial work would be recorded in Question 18 (Clerk or Mailhandler).

Example: A Secretary to the Director of Mail Processing is being read. If the person being read is typing, mark "Secretarial Work." If the person is summarizing a Flash report, mark "Administrative Work."

b. Transportation Related applies to work related to the movement of mail between facilities. The transportation may be either purchased from others or via U.S.P.S. vehicles. When marking 15G, use the Job Title of the employee being read unless the employee is specifically working in another area. For example, if a Transportation Analyst is checking shipping records at the time of the reading, mark Transportation Related. If the Analyst is working on a special project that is not related to any other item in 15G, mark Other and explain in Remarks.

c. Production Control/Planning describes work related to the flow of mail within a facility. It includes: Mail Flow Controller, Logistics Officer or Coordinator, Production Planning Coordinator, Mail Processing Coordinator, Postal Operations Analysts, and Technicians. The Job Title of the employee being read should help in determining the work area. If the Job Title is ambiguous, mark Other and explain in the Remarks section.

NOTE: Professional/Technical personnel (Industrial Engineer, Safety Officer, Training Officer, or Auditor) may supervise a clerk/secretary. If, at the time of the reading, the Professional /Technical person (19-0) is working with the secretary/clerk, mark 15D. Otherwise, mark 15G according to the Job Title: Industrial Engineering, Human Resources, Training, or Accounting/Auditing.

248. After completing Question 15, go to Question 26, Basic Function.

XIII. CITY CARRIERS, SPECIAL DELIVERY MESSENGERS, AND RURAL CARRIERS

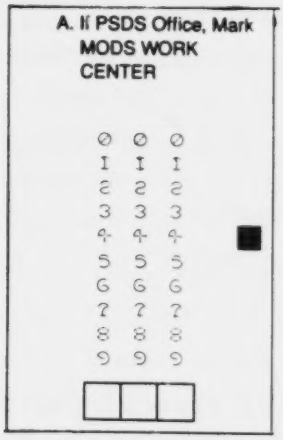
QUESTIONS 16 AND 17

CONTENT REVIEW

- How to complete a reading for a carrier
- Which routes are city delivery service
- When to complete Other Type Routes
- What is street time
- Activity of Employee
- Directional Statement

250. Question 16. If Question 14 is marked Carrier or Messenger, you were instructed to "Go to Question 16, Page 3" and complete the questions concerning carriers or messengers.

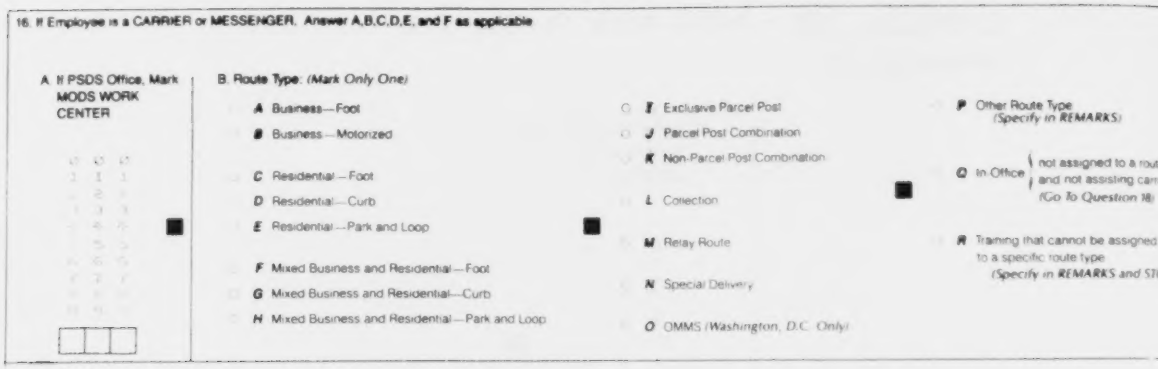
251. Question 16A - MODS Work Center for Carriers or Messengers.



At PSDS offices, mark the MODS Work Center that the employee is clocked into at the time of the reading. The MODS Work Center number may not match the selected employee's activity at the time of the reading. This causes no problem in the In-Office Cost System; in other words, no exception is shown in the Data Entry Improvement program due to an inconsistency between the MODS number and activity. In 16A, you are obtaining information about how the employee's time is being charged. In 16B through 16F, you will describe what the employee is actually doing at the time of the reading.

252. At a non-PSDS office, leave 16A blank.

253. Question 16B - Route Type.


16. If Employee is a CARRIER or MESSENGER, Answer A,B,C,D,E, and F as applicable

A. If PSDS Office, Mark MODS WORK CENTER

B. Route Type: (Mark Only One)

A Business—Foot
B Business—Motorized
C Residential—Foot
D Residential—Curb
E Residential—Park and Loop
F Mixed Business and Residential—Foot
G Mixed Business and Residential—Curb
H Mixed Business and Residential—Park and Loop
I Exclusive Parcel Post
J Parcel Post Combination
K Non-Parcel Post Combination
L Collection
M Relay Route
N Special Delivery
O OMMS (Washington, D.C. Only)
P Other Route Type (Specify in REMARKS)
Q In-Office (not assigned to a rou and not assisting car (Go To Question 18)
R Training that cannot be assigned to a specific route type (Specify in REMARKS and ST

You must determine the type of route to which the employee is assigned at the time of the reading. This information can be obtained from the selected employee, carrier foreman, delivery services foreman, or postmaster in smaller offices. The employee's route type should be checked against the current ORFEO RPW/ODIS Carrier Frame Listing. This listing shows numbers and types for all routes at the office. Be sure to give the most current information available on the route type to which the selected employee is assigned when the reading is taken, even if the carrier frame listing has not been updated to reflect any change in assignment. Mark only one route type in 16B.

254. If, at the time of the reading, an employee is assigned to a "phantom" route, record the route type of the parent route.

255. The first eight route types in 16B, are city delivery routes: Business-Foot; Business-Motorized; Residential-Foot; Residential-Curb; Residential-Park and Loop; Mixed Business and Residential-Foot; Mixed Business and Residential-Curb; and Mixed Business and Residential-Park and Loop.

256. The next seven route types are delivery and collection routes: Exclusive Parcel Post; Parcel Post Combination; Non-Parcel Post Combination; Collection; Relay Route; Special Delivery and OMMS (Washington, D.C. only).

257. These routes are classified (regular or auxiliary) and defined as to type below. If a route is in a category that is not one of these types, list it with the closest type, regular or auxiliary, as appropriate. All service of full-time (Regular) and part-time carriers should be taken into account, excluding auxiliary assistance. In this regard, auxiliary assistance includes all "ships" or "trips" taken from another route (or routes) and added to the sampled carrier's regular route that day.

258. These definitions are consistent with those in Methods Handbooks, Series M-39, Management of Delivery Services.

259. Classification of Routes

1. Regular Route - A route for which a regular carrier position has been authorized.

2. Auxiliary Route - A route served on a daily basis for which no regular carrier position has been authorized.

260. Types of Delivery Routes

1. Business Route - A foot or motorized route on which 70 percent or more of the possible deliveries are business establishments.

2. Residential Route - A foot or motorized route on which 70 percent or more of the possible deliveries are residential.

3. Mixed (Business and Residential) Route - A foot or motorized route on which 31 to 69 percent of possible deliveries are business establishments. This may include a route on which business and residential deliveries are made on the first trip and the business area only is served on subsequent trips. To determine the percentage, consider the total possible deliveries (counting business establishments only once).

261. Methods of Delivery

1. Foot Route - A city delivery route served by a carrier on foot. A bicycle or automotive vehicle used solely as transportation to and from the route does not affect the status as a foot route.

2. Motorized Route - A city delivery route on which a motorized vehicle is used to deliver and collect all classes of mail.

   a. Park and Loop Route - A route that uses a motor vehicle for transporting all classes of mail to the route, and uses the vehicle as a moveable container as the carrier loops segments of the route on foot. These routes include all deliveries made by the carrier on foot after dismounting.

   b. Curb Route - A motorized route on which 50 percent or more of the possible deliveries are made to customer mailboxes at the curb. A curb delivery must be served by a carrier without dismounting from her vehicle.

262. Other Routes

1. Parcel Post Regular Route - A regular route devoted entirely to parcel post delivery. This category does not include auxiliary routes.

2. Parcel Post Combination Route - A regular or auxiliary route providing parcel post service and at least one other service such as relay, collection, or firm direct.

3. Non-Parcel Post Combination Route - A regular or auxiliary combination route with no parcel post service. This may be any combination of relay, collection, and firm direct, where relay is not the primary service.

4. Relay Route - A route identified as primarily performing relay service on an as-needed basis. Since relay service is performed in conjunction with other services, no regular relay routes are to be shown.

5. Collection Route - A route devoted entirely to collection.

   a. Foot - A route where mail is collected from boxes by a carrier on foot.

   b. Motorized - A route served by trucks. Shuttle trips made by a collector using a vehicle to pick up mail deposited at selected points by other collectors constitute motorized collection.

263. The next route type, OMMS, stands for Official Mail Messenger Service. This route type is found only in Washington, D.C., and should not be marked at any other office in the IOCS.

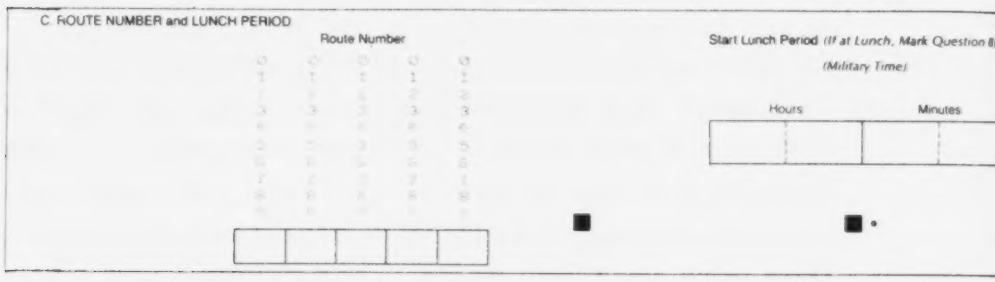
264. Other Route Type - mark this category in 16B if the employee to be read has a Carrier Roster Designation and an Activity Code other than 5, and is assigned to one of the following routes/services:

a. Depot Service,
b. Service to Airports,
c. Inter-City Service,
d. Service to BMC's,
e. Inter-station Service,
f. Yard Hustler/Spotter,
g. Any type of route not listed in Question 16B.

265. In 16B, mark "In-Office" if the selected employee has a carrier route designation at the time of the reading, and is not assigned to a route, not assisting another carrier and not in training. This also applies when a carrier is casing mail in a case that contains segments from more than one route. The carrier may or may not be clocked to a clerk operation. Go to Question 18 and mark the appropriate bullets describing the activities associated with the sampled employee, regardless of the fact that her official roster designation is that of a carrier.

266. Mark "Training that cannot be assigned to a specific route type" in 16B if, at the time of the reading, the selected employee is giving or receiving training that cannot be assigned to a specific route type. If "training" is marked, describe the training in REMARKS and STOP. If the employee is receiving or giving training which can be identified with a specific route type, mark the route type, not "training"; go to 16F, mark "Other," and describe the employee's activity in the REMARKS section.

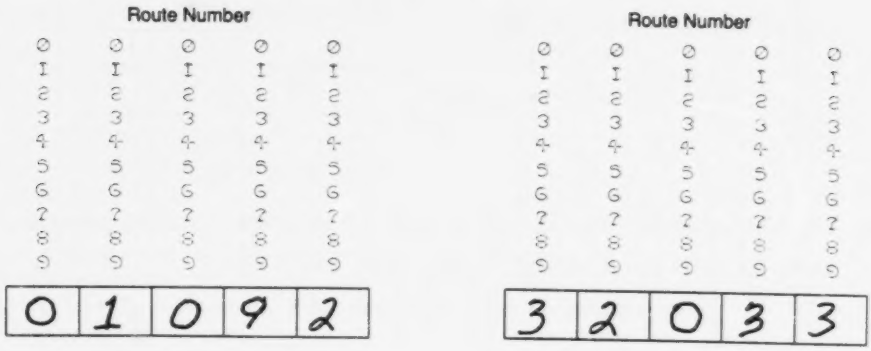
267. Question 16C has two parts:



In Part I, enter the 5-digit number of the route to which the selected employee is assigned at the time of the reading. The 5-digit route number can be obtained from the carrier to be read, the carrier foreman, or the supervisor. Verify it by checking the current ODIS RPW/ODIS Carrier Frame Listing. If the route number has fewer than 5-digits, enter it right adjusted and fill in the leading zero(s). If no number is available, zero fill. Remember, an exception is generated in the Data Entry Improvement program if a number is not filled in for a listing under 16B, (except for In-Office or Training).

EXAMPLE: Mark the route numbers for:

1. carrier route number 01092,
2. carrier route number 32033.

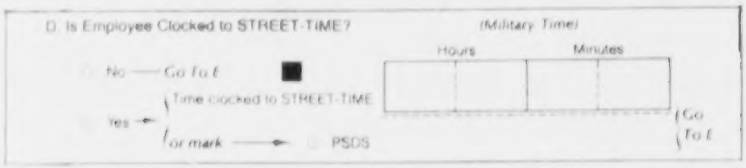


268. In Part II of 16C, record the time that the carrier begins her lunch period. If, at the time of the reading, the carrier is not in the office, check her carrier route book to determine if she is at lunch. If the carrier is on her assigned lunch period, go back to Question 8 and mark "At Lunch," then stop. In such cases, it is not necessary to erase any information that was marked in Question 14, 16A, 16B, or 16C. If no information is available about the carrier's lunch period, enter "Start Lunch Period" as six hours after the reporting time, even if the employee is scheduled for less than six hours.

269. When you take a reading and find that a carrier is scheduled to be at lunch but is still working in the office, show the employee's activity in 16F and do not mark "At Lunch."

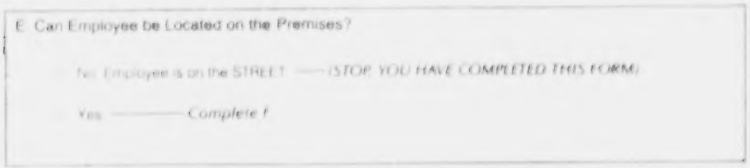
270. When you take a reading on a carrier who is working as a router, record his actual lunch period. If that cannot be determined, the time entered should be six hours from the beginning of his tour.

271. Question 16D, Is Employee Clocked to Street-Time?



272. If the employee is clocked to street-time, mark "YES" and indicate either the time or "PSDS." If no, mark "NO." In either case, go to 16E.

273. Question 16E, Can Employee be Located on the Premises?



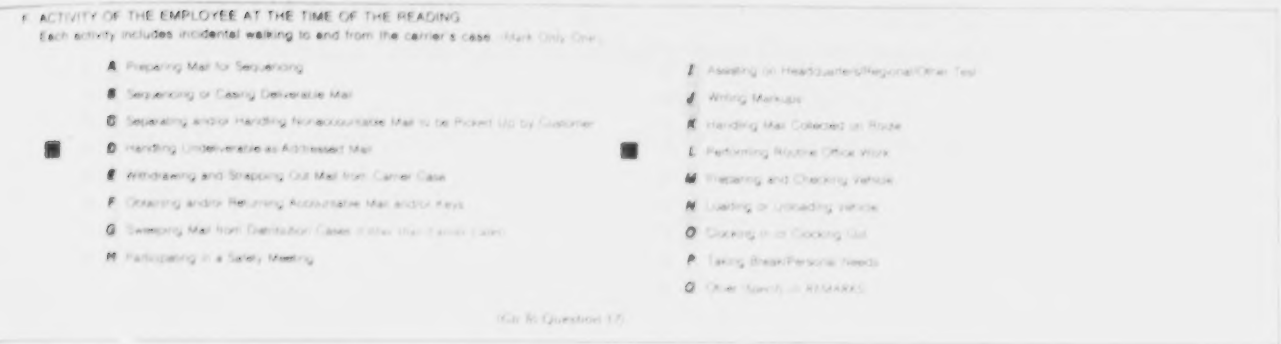
274. Regardless of whether the employee is clocked to office or street-time, you must determine if she can be located, either in the facility or in the immediate area (for example, on the loading dock).

275. A carrier may be clocked to street time and remain on the premises. After loading her vehicle, the carrier pushes her hamper back into the building and is called to the caller window to answer an inquiry from a postal customer on her route.

276. A carrier may be clocked to office time and not be on the premises. A carrier could be clocked to office time when sorting mail at a distant location in a VIM (vertical improvement mail) room.

277. If your response to 16E is NO, stop; you have completed the form. If you answer YES, you must continue to 16F.

278. Question 16F, Activity of the Employee at the Time of the Reading.


F ACTIVITY OF THE EMPLOYEE AT THE TIME OF THE READING
Each activity includes incidental walking to and from the carrier's case. (Mark Only One)

A Preparing Mail for Sequencing
B Sequencing or Casing Deliverable Mail
C Separating and/or Handling Nonaccountable Mail to be Picked Up by Customer
D Handling Undeliverable-as-Addressed Mail
E Withdrawing and Strapping Out Mail from Carrier Case
F Obtaining and/or Returning Accountable Mail and/or Keys
G Sweeping Mail from Distribution Cases (Other than Carrier Case)
M Participating in a Safety Meeting
I Awaiting in Headquarters/Regional/Other Test
J Writing Markups
K Handling Mail Collected on Route
L Performing Routine Office Work
W Preparing and Checking Vehicle
N Loading or Unloading Vehicle
O Clocking In or Clocking Out
P Taking Break/Personal Needs
Q Other (Specify in REMARKS)
(Go To Question 17)

279. If you have not marked In-Office or Training in 16B and the carrier is not on the street when the reading is taken, you must complete 16F.

280. Record in 16F the Activity that best describes the carrier's activity at the time of the reading. Each activity listed includes incidental walking to and from the carrier case. Mark only one activity.

281. Here are explanations of possible carrier activities in 16F:

a. Preparing Mail for Sequencing includes placing mail on the carrier case ledge.

b. Sequencing or Casing Deliverable Mail covers a carrier at her case ordering mail for delivery on her route as well as placing the mail in the case.

c. Separating and/or Handling Non-accountable Mail to be Picked Up By Customer includes handling mail held for customers who are on vacation and the preparation of customer notification forms.

d. Handling Undeliverable-as-Addressed Mail describes a carrier handling mail which cannot be delivered because of an incorrect or incomplete address.

e. Withdrawing and Strapping Out Mail from Carrier Case includes pulling down mail that has been cased and bundled, and tying or traying it for delivery.

f. Obtaining and/or Returning Accountable Mail and/or Keys includes carrier time spent going to or from the cage area or standing in line to obtain or return Registry, COD, Certified, other accountable mail, keys, or any combination of these items.

g. Sweeping Mail from Distribution Cases (Other than Carrier Cases) should be marked if the carrier is checking the throwback, presort, or rework case and is obtaining any additional mail that has been sorted to the route of the carrier being read. This might include mail that was distributed to another carrier by mistake or additional mail just received in the carrier's area. Do not include in this category pulling down mail from the carrier case; this activity should be marked Withdrawing and Strapping Out Mail from Carrier Case.

h. Participating in a Safety Meeting covers a carrier attending a safety meeting.

i. Assisting on Headquarters/Regional/Other Test should only be marked if the carrier is engaged in activities relating to data collection for Headquarters, Rates and Classification Center, or for other post office tests.

j. Writing Markups is still performed by carriers in some offices, even where there is a central mail markup unit. This item includes all activities related to mail markup which are performed by a carrier.

k. Handling Mail Collected on Route applies if the carrier is handling mail collected directly from the route as the carrier delivers her mail, as well as any mail collected from street boxes located on her route.

l. Performing Routine Office Work includes:

(1) Maintaining carrier route book and related records
(2) Completing Forms 3982 - Change of Address
(3) Answering telephone calls
(4) Talking to customers

m. Preparing and Checking Vehicle should be marked if the carrier is inspecting her vehicle.

n. Loading or Unloading Vehicle is marked for these activities.

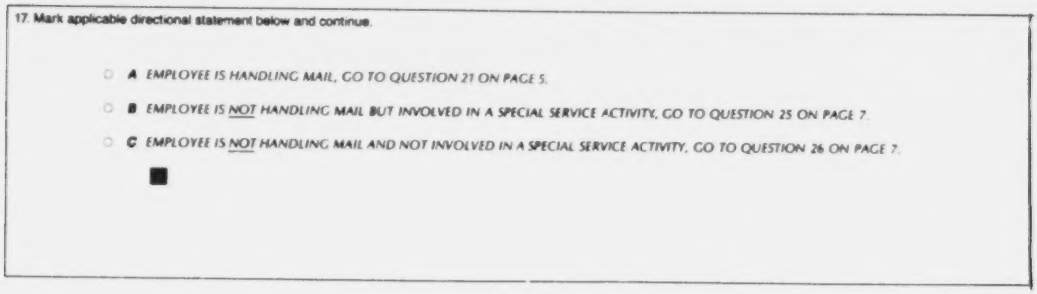
o. Clocking in or Clocking Out includes clocking in at the beginning of a shift or clocking out at the end of a shift. This category also includes the time from clocking in to arriving at the work place, and the time from leaving the work place to clocking out. Mark clocking in or clocking out if the employee being read is clocking in at the beginning of the shift, clocking in or out for lunch, or clocking out at the end of a shift. If the employee is changing work locations, including coming back from the street, mark the activity to which she is going.

p. Taking Break/Personal Needs includes official breaks, approved absence from the work area, and wash-up time. This category includes the time from leaving the work place until the employee returns.

q. Other (Specify in REMARKS) should be marked if a carrier is engaged in an activity other than those specified in 16F. If Other is marked, go to the REMARKS section and describe the activity in which the carrier is engaged at the time of the reading. "Correcting mailing lists" is an example of such an activity. If the employee is absent from her work area for reasons not covered in the list of carrier activities, mark Other, and explain in the REMARKS section. Also, if at the time of the reading you find that the carrier is at her work place waiting for mail, mark Other and specify the question and activity in Remarks (for example, "Q. 16F -- the carrier is waiting for mail").

282. If a directional statement follows an answer that requires you to "Specify in REMARKS", always return to the question that directed you to REMARKS and continue to complete the Form 2600 unless specifically instructed to STOP.

283. Question 17, Directional Statements. There are three directional statements in Question 17 specifying how to proceed to complete the Form 2600. They are:


17. Mark applicable directional statement below and continue.

○ A EMPLOYEE IS HANDLING MAIL, GO TO QUESTION 21 ON PAGE 5.

○ B EMPLOYEE IS NOT HANDLING MAIL BUT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 25 ON PAGE 7.

○ C EMPLOYEE IS NOT HANDLING MAIL AND NOT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 26 ON PAGE 7.

■

a. Employee is handling mail, go to Question 21 on page 5.

b. Employee is not handling mail but involved in a special service, go to Question 25 on page 7.

c. Employee is not handling mail and not involved in a special service activity, go to Question 26 on page 7.

You must mark one of these statements unless you have previously been directed to another section of the form or instructed to STOP. For purposes of this question, mail is considered to be mailable matter when any class is found in the mail stream with or without postage. This also includes mail for which special services are indicated. A statement of mailing is also considered mail in the In-Office Cost System.

XIV. CLERKS AND MAILHANDLERS

QUESTIONS 18 THROUGH 20

CONTENT REVIEW

- Platform Operations
- Collection and Preparation of Mail
- Mail Processing activities
- Allied Labor to a mail processing operation
- Miscellaneous Operations
- Window Service
- Administrative and Other Activities

284. Question 18, Clerk or Mailhandler Activities.

18. If employee is performing CLERK or MAILHANDLER activities at the time of the reading, complete this question. Mark WORK CENTER (If Applicable) in 18A.
Mark activity employee is engaged in at time of reading in ONE of the following sections: B, C, D, E, F or G. (Mark Only One Section)

A. WORK CENTER

If PSDS Office, indicate MODS WORK CENTER

If BMC, indicate BMC WORK CENTER

B. PLATFORM OPERATIONS — 1

- A Weighing Section/Bulk Mail Verification
- B Receiving Mail from Customer on Platform - Other than Weighing Section
- C Caller Service
- D Accepting Plant-Loaded Mail — Detached Mail Unit
- E Dock/Ramp/Transfer Clerk Transit Mail Expeditor
- F Other Platform Work

(If Marked, Complete One of These)

- a Loading/Unloading Vehicle
- b Opening/Closing Vehicle
- c Dock Transfer
- d Handling Empty Equipment (Platform Only)
- e All Other Work (Specify in REMARKS)

(If Question 18B is Marked, Go To Question 19.)

C. COLLECTION and PREPARATION of MAIL — 2

- A Collecting Mail from Collection Box or Lobby Drop at Post Office
- B Opening and Dumping
- C Edging and/or Facing
- D Culling
- E Canceling
- F Machine Facing and Canceling
- G Rewrap
- H Preparation of Mail — Other

(If Question 18C is Marked, Go To Question 19.)

D. MAIL PROCESSING and DISTRIBUTION (Complete Parts 1 & 2) — 3

PART 1

- A Outgoing Primary Distribution
- B Outgoing Secondary Distribution
- C Combined Outgoing and Incoming Distribution
- D Incoming Primary Distribution
- E Incoming Secondary Distribution (If Marked, Complete One of These)
  - a Distribution to Carriers
  - b Distribution to PO Box Sections
  - c Sortation to PO Boxes
  - d Caller
  - e Mixed Post Office Box/Caller
  - f All Other Incoming Secondary Distribution
- F Carrier Case Distribution (If Marked, Complete One of These)
  - a City
  - b Rural

PART 2

At the time of the reading, is the employee engaged in Allied Labor?

- No — Go To Question 19.
- Yes — Complete One of These
  - A Moving Mail from One Operation to Another Operation
  - B Loading the Ledges
  - C Sweeping Processed Mail from Cases or Machines, Tying Out or Traying Mail
  - D Loading Pouches, Sacks or Other Containers
  - E Hanging Sacks
  - F Obtaining Equipment for Use in an Operation or Disposing of Excess Equipment (Include Empty Equipment)
  - G Moving Mail to and from Staging Areas
  - H All Other (Specify in REMARKS)

(If Question 18D is Marked, Go To Question 19.)

E. MISCELLANEOUS OPERATIONS — 4
(Mark Only One)

- A Registry (Only)
- B Postage Due
- C Claims & Inquiry
- D Central Mail Markup
- E Express Mail
- F Mailgram
- G Special Delivery
- H Nixie
- I Other Accountable Work
- J Other Non-Accountable Work

(If Marked, Specify & Describe Activity in REMARKS Section.)

(If Question 18E is Marked, Go To Question 20.)

F. WINDOW SERVICE — 5

PART 1

- A Serving a Customer
- B Window Related Office Activity (If Marked, Complete Part 2)
  - a At Window
  - b Away from Window
- C At Window Waiting for a Customer (Go To Question 20.)

PART 2 (Mark Only One)

- A Preparing to Open or Close Out Window (Includes Form 1412)
- B Post Office Box
- C Caller Service
- D Non-Boxholder Firms
- E General Delivery and Customer Hold Mail

(Includes Handing Mail to a Customer, Notice of Attempt to Deliver, Collecting Fees, and Related Activity.)

- F Auditing of Stamp Credit
- G Customer Inquiry (Specify Nature of Inquiry in REMARKS)
- H Accepting and Rating Mail
- I Selling Postage Stamps
- J Selling Postal Cards
- K Selling Certificate of Mailing
- L Selling Makers
  - a At Post Office
  - b On Site
- M Change of Address/Form 3575
- N SSPU Work
- O Permit Application
- P Accepting Trust Fund Deposits (Advance Deposit Accounts)
- Q Postal Money Orders
- R Stamped Envelopes
  - a Plain
  - b Printed
- S Retail Products (Jiffy Bags, Boxes, etc.)

(If Question 18F is Marked, Go To Question 20.)

Other

- T Food Stamps
- U U.S. Passport Application
- V Migratory Bird Stamp
- W Alien Address Reporting
- X Selective Service Registration
- Y Other (Specify & Describe Activity in REMARKS Section.)

G. ADMINISTRATIVE and OTHER ACTIVITIES — 6

- A Accounting or Auditing (Excludes Window Related Office Activity)
- B Time & Attendance (If Marked, Complete One of These)
  - a PSDS/MODS Office
  - b Non-PSDS Office
- C All Other PSDS/MODS Work
- D Human Resources (If Marked, Complete One of These)
  - a Personnel
  - b Other
- E Supplies & Equipment (Other than Mail Processing)
- F Transfer Office Work
- G Vehicle Service Work
- H Quality Control/Revenue Protection
- I Headquarters/Regional Studies (If Marked, Complete One of These)
  - a In-Office Cost
  - b Revenue, Pieces And Weight
  - c ODIS
  - d Other Studies
- J General Administrative Activities
- K Industrial Engineering
- L Break/Personal Needs
- M Clocking In or Clocking Out
- N Conducting or Taking Scheme Exam
- O Handling Empty Equipment
- P Special Activities (See Definition in F-45)
- Q Training (If Training On or For Equipment, Specify Type in Question 19. If Other Type of Training, Specify in REMARKS.)
- R Other (Specify in REMARKS)

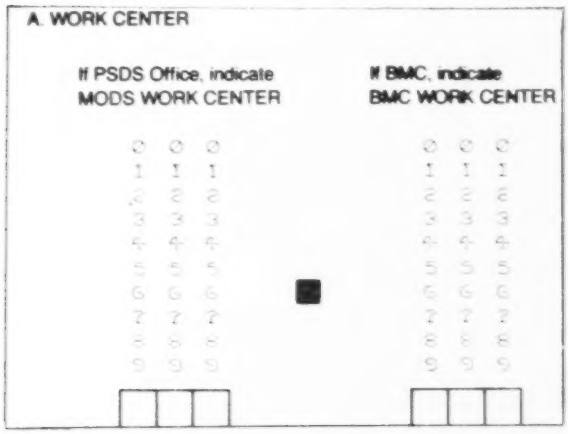
(If Question 18G is Marked, Go To Question 20.)

285. Question 18. You can be directed to this question from two other questions on the Form 2600:

a. From Question 14, you've indicated that the selected employee's Official Roster Designation is that of a clerk or mailhandler; or

b. From 16B, if you're taking a reading on a carrier or messenger and marked 16B In-Office not assisting a carrier.

286. Question 18A, Work Center.



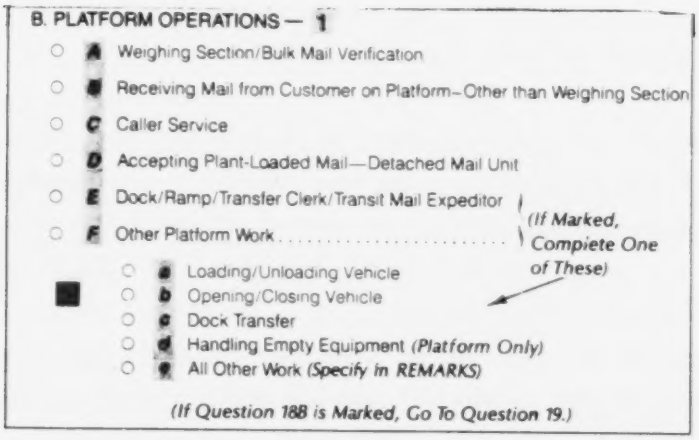
At a PSDS office, you must mark the MODS work center that the employee is clocked into at the time of the reading. The MODS work center number may not necessarily match the employee's activity at the time of the reading. For a reading at a BMC, enter the BMC work center number.

At non-PSDS offices, leave 18A blank.

287. After completing 18A, you must record, in <u>one</u> of the sections, B through G, the selected employee's activity at the time of the reading. Identify the operational area and activity within the operation that most closely matches the employee's work activity.

288. <u>Only one section</u>, B through G, may be marked and, within one section, <u>only one major activity may be marked</u>. However, some of the major activities <u>require</u> that you specify a sub-activity. The sub-activity provides for a more detailed description of the major activity in which a selected employee is engaged at the time of the reading.

289. <u>Question 18B, Platform Operations</u>.


B. PLATFORM OPERATIONS — 1
A Weighing Section/Bulk Mail Verification
B Receiving Mail from Customer on Platform–Other than Weighing Section
C Caller Service
D Accepting Plant-Loaded Mail—Detached Mail Unit
E Dock/Ramp/Transfer Clerk/Transit Mail Expeditor
F Other Platform Work
(If Marked, Compiete One of These)
a Loading/Unloading Vehicle
b Opening/Closing Vehicle
c Dock Transfer
d Handling Empty Equipment (Platform Only)
e All Other Work (Specify in REMARKS)
(If Question 18B is Marked, Go To Question 19.)

290. Mark this section if the selected employee is engaged in work that is actually performed on the platform, or is doing work related to the acceptance of mail at the platform.

a. Weighing Section/Bulk Mail Verification must be marked if the employee's work is related to the weighing section, or if the employee is verifying the makeup, rates and fees associated with a bulk mailing. These activities include weighing and acceptance of mail, administrative work (dealing with weighing section activities), and the verification of a mailing in a work area other than on the platform.

b. Receiving Mail from Customer on Platform Other than Weighing Section must be marked if the employee is receiving mail from a customer on the platform.

c. Caller Service is included in 18B, Platform Operations, to cover situations in which the selected employee is handing mail to a caller service customer on the platform.

d. Accepting Plant-Loaded Mail - Detached Mail Unit must be marked if, at the time of the reading, the selected employee is located at a private mailer's facility to accept mail and perform related administrative work. (At a detached mail unit, the work of the weighing section is done at the mailer's location by a postal employee).

   For a reading on an employee assigned to a detached mail unit, call the mailer's facility and get a description of the employee's activities and the mail, if any, which the employee is handling at the time of the reading.

e. Dock/Ramp/Transfer Clerk/Transit Mail Expediter is marked for employees in such positions at the time of the reading. This includes clerks on the dock logging in or logging out trucks. You may find that expediters who are assigned to a platform operation may also be called General Mail Expediters. As a data collector, you must be careful to differentiate between General Mail Expediters who are assigned to platform operations as Transit Mail Expediters, and Distribution and Dispatch Expediters who are part of a mail processing and distribution operation. If this section is marked, you must indicate a sub-activity listed in 18B (see g. below).

f. Other Platform Work should be marked if the employee is engaged in platform work which is not covered by any of the activities previously discussed. You must also mark a sub-activity which best describes the employee's activity at the time of the reading.

g. Sub-activities that further describe Dock/Ramp/Transfer Clerk/Transit Mail Expediter and Other Platform Work:

(1) Loading/Unloading Vehicle is marked if the employee is loading mail into or from a vehicle.

(2) Opening/Closing Vehicle applies when the employee is locking/unlocking or opening/closing a vehicle.

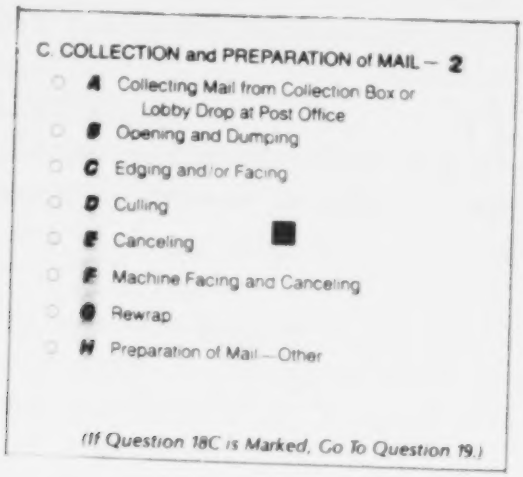
(3) Dock Transfer applies if the employee is moving mail from one vehicle to another vehicle; moving mail, separated at the back of an inbound vehicle, to a storage area on the platform for later loading onto an outbound vehicle; or moving the stored mail to the outbound vehicle.

(4) Handling Empty Equipment is marked if the selected employee is Handling Empty Equipment in the platform area, regardless of the next expected use of the equipment. This category includes loading or unloading empty equipment from a vehicle at the time of the reading (non-distribution work).

(5) All Other Work is marked if the employee is engaged in platform work associated with activities such as securing containers within a vehicle, performing a quick-fix to a damaged parcel, or performing other platform duties which cannot be associated with any more specific platform operation. You must specify the activity in REMARKS.

291. After you identify a selected employee's activity with one of the items in 18B, you'll be directed to Question 19.

292. Question 18C - Collection and Preparation of Mail


C. COLLECTION and PREPARATION of MAIL — 2

A Collecting Mail from Collection Box or Lobby Drop at Post Office

B Opening and Dumping

C Edging and/or Facing

D Culling

E Canceling

F Machine Facing and Canceling

G Rewrap

H Preparation of Mail—Other

(If Question 18C is Marked, Go To Question 19.)

Mark this section if the selected employee's activity involves the collection of mail at boxes and/or post offices, or the preparation of raw mail for processing and/or distribution. There are eight sub-activities:

a. Collecting Mail from Collection Box or Lobby Drop at Post Office is marked if the selected employee, at the time of the reading, is pulling mail from a collection box or lobby drop.

b. Opening and Dumping applies if the employee is engaged in opening sacks or pouches of mail, cutting open bundles, or dumping hampers or containers of raw mail in preparation for processing or distribution operation.

c. Edging and/or Facing describes an employee who is arranging mail so the addresses and stamps are all facing in the same direction and the edges of the mail are evenly stacked.

d. Culling is marked if the employee is mechanically or manually removing raw non-letter mail (small parcels, rolls, odd-shaped material) from letter mail.

e. Canceling is applicable if the selected employee is hand-canceling stamps or operating a machine which cancels the stamp but does not face the mail.

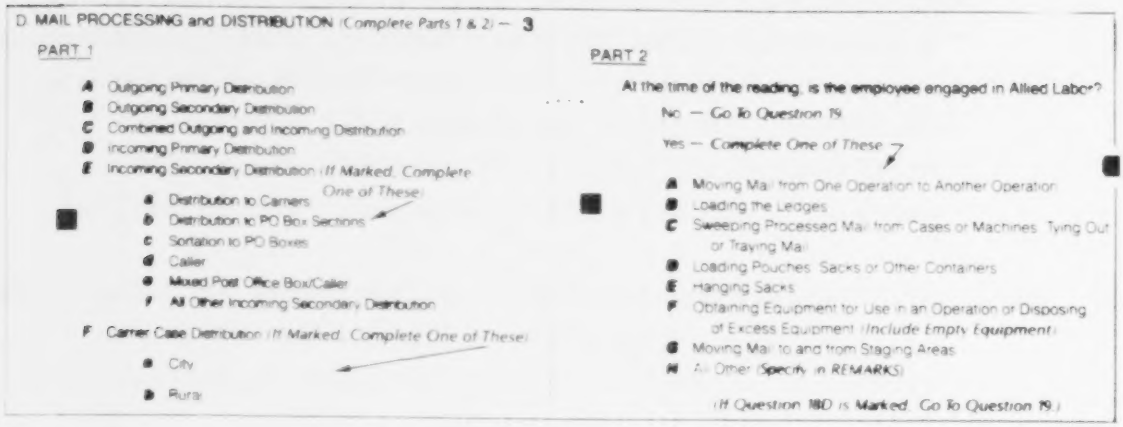
f. Machine Facing and Canceling applies if the employee is operating a Facer-Canceler (Mark II or M-36) that automatically faces letter-size mail and cancels the stamp.

g. Rewrap is the appropriate category if the selected employee is repairing a damaged piece of mail at the time of the reading (other than a quick-fix in another operation).

h. Preparation of Mail - Other is marked for an employee engaged in an activity which can be associated with collection and preparation of mail, but cannot be identified with any of the other categories in 18C. These activities include traying raw letter mail or flats; pouching small parcels, rolls, or other odd-shaped mail prior to a distribution operation; or working in a ZIP Code operation to put mail without ZIP Codes back in the system.

If you identify an employee's activity with any of the items in 18C, you are directed to Question 19.

293. Question 18D, Mail Processing and Distribution.


D MAIL PROCESSING and DISTRIBUTION (Complete Parts 1 & 2) — 3

PART 1

A Outgoing Primary Distribution
B Outgoing Secondary Distribution
C Combined Outgoing and Incoming Distribution
D Incoming Primary Distribution
E Incoming Secondary Distribution (If Marked, Complete One of These)
a Distribution to Carriers
b Distribution to PO Box Sections
c Sortation to PO Boxes
d Caller
e Mixed Post Office Box/Caller
f All Other Incoming Secondary Distribution
F Carrier Case Distribution (If Marked, Complete One of These)
a City
b Rural

PART 2

At the time of the reading, is the employee engaged in Allied Labor?
No — Go To Question 19
Yes — Complete One of These
A Moving Mail from One Operation to Another Operation
B Loading the Ledges
C Sweeping Processed Mail from Cases or Machines, Tying Out or Traying Mail
D Loading Pouches, Sacks or Other Containers
E Hanging Sacks
F Obtaining Equipment for Use in an Operation or Disposing of Excess Equipment (Include Empty Equipment)
G Moving Mail to and from Staging Areas
H All Other (Specify in REMARKS)
(If Question 18D is Marked, Go To Question 19.)

Mark this section if the employee to be read is working in, or is allied to, a mail processing and distribution operation. You must complete both Part 1 and Part 2 of 18D. In Part 1, record the distribution operation in which the employee is working. In Part 2, indicate whether the employee's activity at the time of the reading is allied to that operation.

NOTE: If the selected employee is moving mail or equipment between distribution operations when the reading is taken, record the operation to which the employee is going. If an employee is picking up or moving mail or equipment from a nondistribution operation to a distribution operation, or vice versa, mark the employee's destination in 18B-F.

294. You must be knowledgeable about mail processing and distribution operations, since a large percentage of the readings taken for the In-Office Cost System are on employees working in this area. Mail processing and distribution include both manual and machine distribution of all mail -- letters, flats, IPP's, parcels, bundles, sacks, newspapers, and containers.

295. Mail processing operations can basically be categorized as incoming or outgoing. These categories can be further separated to primary and secondary operations.

296. Determining the distribution operation in which an employee is working at the time of the reading, is simply a matter of identifying at which level the mail is being sorted.

297. An Outgoing Primary Distribution is the sorting of mail to states, combinations of states, large cities, or foreign countries. In most cases, outgoing primary operations will have separations for mail for the local area being sorted to zones, and possibly to the carrier level as part of the sort. Sorting to city zones is an incoming operation. Hence, if the distribution is done together with an outgoing primary distribution, the operation becomes a combined outgoing and incoming distribution.

298. An Outgoing Secondary Distribution is a sort of originating mail or mail received from other offices, before the mail is sorted to city zones. Examples of this type of distribution are: mixed states secondary, state distribution, and the managed mail program.

299. The Outgoing Primary Distribution of mail can be performed at one office, and the outgoing secondary distribution can be performed at a different office. Similar to an outgoing primary distribution, an outgoing secondary distribution becomes a combined outgoing and incoming operation if sorting to city zones is also taking place at the case.

300. Combined Outgoing and Incoming Distribution is a joint operation. It can involve either a primary or secondary sorting operation as long as mail is being sorted to states, large cities, foreign countries, as well as to city zones or carriers. For example, a clerk is distributing mail to a case and the mail is being sorted to other cities within the state. This mail will receive further separation to city zones at a later date. This is an outgoing distribution. At the same time, and at the same case, the clerk is also making a sort to city zones for her office. This is an incoming distribution. The total operation becomes combined outgoing and incoming distribution.

301. Incoming Primary Distribution is an operation in which the only mail distribution being performed is to city zones and local destinations (including AO's). Note that most incoming primary distributions have other hold-outs included in the sort which are not incoming primary. Take this fact into account when you determine whether the operation is an incoming or a combined operation.

302. Incoming Secondary Distribution in 18D is an operation in which the mail is being sorted to carriers or to final delivery units. If this item is marked, indicate the selected employee's specific activity which is associated with this distribution. There are six possible activities:

a. Distribution to Carriers is the most common activity associated with an incoming secondary distribution. In most instances, you'll find a clerk in an incoming secondary distribution breaking down mail for the carriers.

Sometimes the distribution to carriers is performed at an incoming secondary distribution case, where a selected employee is also sorting post office box and caller mail. In this situation, the selected employee's major activity is still distribution to carriers, since this is the predominant activity at the case.

b. Distribution to Post Office Box Section applies if the employee is actually placing the mail directly into rental boxes for customers who receive delivery of mail in post office lobby boxes or at other authorized locations.

c. Sortation to Post Office Boxes should be marked if the employee is sorting mail into a post office box distribution case prior to distributing the mail to rental boxes.

d. Caller is for distributing mail for postal customers who regularly call at the post office window for their mail.

e. Mixed Post Office Box/Caller is applicable if the selected employee is distributing mail to a case which includes post office boxes, caller service, and non-boxholder firms.

f. All Other Incoming Secondary Distribution is marked if the selected employee is engaged in an activity associated with incoming secondary distribution which cannot be identified with any of the other items listed under Incoming Secondary Distribution.

303. Carrier Case Distribution is an activity normally performed by a carrier. This item must be marked if a clerk is performing this distribution at the time of the reading. Also, mark whether the selected employee is sequencing mail for a city carrier route or for a rural carrier route at the time of the reading.

304. When determining the correct operation to mark in 18D, keep in mind that mail may bypass certain operations. This can happen by virtue of a sort it receives at the mailer's plant, or the sort in a post office lobby when a customer drops letters, into a "Local," "Out-of-Town," or "Foreign" slot. Be sure to mark the operation according to the type of sort the mail is receiving.

305. If you mark a distribution operation in 18D, Part 1, you must also answer Part 2, "At the time of the reading, is the employee engaged in Allied Labor?"

306. If the selected employee is actually performing a manual distribution or operating a machine which is doing the distribution at the time of the reading, mark "NO" in Part 2.

Example 1: If a selected employee is manually sorting mail into a distribution case, mark Part 2 "NO."

Example 2: If a selected employee is keying on an LSM, parcel sorter, or sack sorter, mark Part 2 "NO."

307. If you mark Part 2 "NO," you are directed to answer Question 19.

308. If you determine that the selected employee's activity is allied to a manual or mechanical distribution but the employee is not performing the distribution, answer Part 2 "YES." You must then also mark one of the eight options under "YES" and then proceed to Question 19.

309. The eight Allied labor activities are:

a. Moving Mail from One Operation to Another Operation.

b. Loading the Ledges - on the machines or manual cases.

c. Sweeping Processed Mail from Cases or Machines, Tying Out or Traying Mail.

d. Loading Pouches, Sacks or Other Containers - includes loading the filled pouch or sack onto a nutting truck or into a hamper or other container.

e. Hanging Sacks.

f. Obtaining Equipment for Use in an Operation or Disposing of Excess Equipment (Include Empty Equipment)

g. Moving Mail to and from Staging Areas.

h. All Other (Specify in Remarks) is marked if the employee is engaged in an activity which is allied to a distribution operation, but is not one of the seven specific items listed in 18D, Part 2. This category includes incidental nonproductive time. After marking this item, go to the REMARKS Section and specify the activity.

Example: If the selected employee is setting up and labeling racks, labeling the backs of the distribution machines, or performing similar activities, mark Part 2 "All Other." The Remarks Section should read: "Q. 18D, Part 2: "Employee labeling back of distribution machine."

310. You may find that in some offices Distribution and Dispatch Expediters (D&DEs) are called General Mail Expediters. These employees, regardless of their titles, are part of a mail processing and distribution operation. Their work includes actual distribution, allied labor associated with a distribution operation, labeling sacks, ordering labels, and other mail processing and distribution operations.

311. If a D&DE is selected for a reading and, at the time of the reading, is actually doing mail distribution, mark the operation in which she is working in 18D, Part 1, and mark "NO" in Part 2.

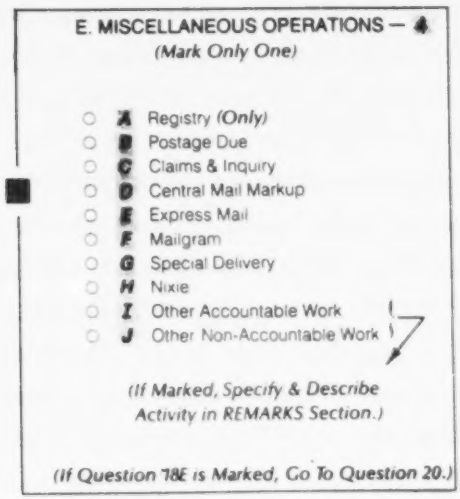
312. If the D&DE is engaged in an activity which is allied to a mail processing and distribution operation, mark in 18D, Part 1, the operation to which the D&DE is allied. In Part 2, mark "Yes" and the specific allied activity she is performing at the time of the reading.

313. If the selected employee is a jitney driver (or in any other similar role) who is moving mail or equipment from one operation to another operation, in 18D always record the operation to which the employee is going.

If you identify the selected employee's activity with any of the mail processing and distribution operations in 18D, you are directed to Question 19.

314. AS A GENERAL RULE, YOU WILL ALWAYS MARK THE OPERATION TO WHICH AN EMPLOYEE IS GOING, IF SHE IS MOVING FROM ONE OPERATION TO ANOTHER AT THE TIME OF THE READING.

315. Question 18E - Miscellaneous Operations.


E. MISCELLANEOUS OPERATIONS — 4
(Mark Only One)
A Registry (Only)
B Postage Due
C Claims & Inquiry
D Central Mail Markup
E Express Mail
F Mailgram
G Special Delivery
H Nixie
I Other Accountable Work
J Other Non-Accountable Work
(If Marked, Specify & Describe Activity in REMARKS Section.)
(If Question 18E is Marked, Go To Question 20.)

Question 18E is marked only if the selected employee is engaged in one of the activities listed below and is not assigned to any other operation or work area, such as window service or platform operations.

a. Registry (Only) applies when the selected employee is working on registered mail in a special area, or is in an area that handles only registered mail. Even if the work area is called a "registry cage," determine if other accountables are handled inside. If they are, and the employee is not doing registry work, you must mark "Other Accountable Work." If the employee is in a special area that handles several types of accountables, but is doing registry work, mark "Registry (Only)."

b. Postage Due is marked if an employee is involved in this activity exclusively, or is in an area that deals only with postage due.

c. Claims and Inquiry is marked if the employee is doing only this work; or if the employee is in an area that only involves claims and inquiry. This category includes work on items found loose in the mail.

d. Central Mail Markup is for an employee engaged in work connected with the centralized markup section. A Central Mail Markup section can be either a mechanically assisted operation at a central location that coordinates the mail forwarding function, or a manual markup operation taking place at a central location. This activity includes a Nixie clerk doing manual markup at the time of the reading, if the clerk is within a markup section.

e. Express Mail is marked if the employee is doing work related to USPS Express Mail service.

f. Mailgram applies to an employee working with the Mailgram network, which is a U.S. Postal Service/Western Union service that transmits messages over Western Union lines for delivery by the Postal Service.

Mailgram work includes, but is not limited to:

- Checking the unit for messages
- Enclosing the messages
- Primary distribution, if performed in the Mailgram unit
- Processing spoiled Mailgrams and checking (via telephone) with Western Union concerning spoiled Mailgrams or technical troubles

- Separating and scanning messages
- Maintaining Mailgram log books/records
- Loading paper into the machine.

g. Special Delivery is marked for an employee performing work on special delivery mail in areas designated for special delivery.

h. Nixie covers an employee doing nixie work or in an area devoted exclusively to nixie work.

i. Other Accountable Work (Specify and Describe Activity in REMARKS Section) is marked if the selected employee is performing miscellaneous operations not listed above for mail or services where money transfers or signatures are required. It also covers an employee who is in an area devoted to more than one accountable activity and is not doing work exclusively related to one accountable classification. If this item is marked, describe the specific activity in Remarks.

Example: A clerk is handing several assorted accountables to a carrier from a "registry cage." Although it may be called a "registry cage," in this case it really is not. In effect, the clerk at the time of the reading is not handling registered mail. Therefore, mark "Other Accountable Work."

j. Other Non-Accountable Work (Specify and Describe Activity in REMARKS Section) is marked if the selected employee is working in a cage, or specially designated work area, and is involved in activities which are not related to the categories previously discussed in Items a-i. Work involving dead letter mail and Intelpost should be marked "Other Non-Accountable Work." Also use this category if a selected employee is using a CRT, or other data entry equipment, in an area set aside specifically for such work which is not part of another operation. If the selected employee is in a ZIP Code operation and responding to customers calling for ZIP Code information, record as 18E "Other Non-Accountable Work" and describe the activity in Remarks.

Example 1: If data entry equipment is really part of a work center, such as the central mail markup unit, show "Central Mail Markup" rather than "Other Non-Accountable Work."

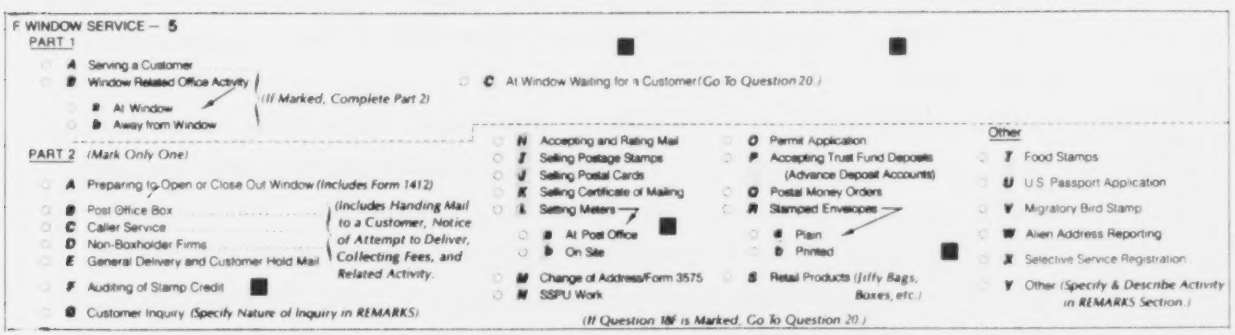
Example 2: If a selected employee is an entry clerk in a specific room filled with terminals and is entering accounting data, mark 18E "Other Non-Accountable Work."

316. If you identify an employee's activity with any of the work centers in 18E, you are directed to Question 20, Directional Statements.

317. Question 18F, Window Service.

You must mark this section if the employee to be read is working at or is engaged in a window service activity at the time of the reading. Window service and window-related activities generally involve retail business transactions at service counters and windows in post office lobbies. Retail transactions consist of the sale of postage stamps, postal stationery items, mail services, postal-related products, and the performance of other related postal services. In addition, window service includes certain functions performed for other government agencies, such as selective service registration and dispensing food stamps.

318. There are two parts to 18F. Answer Part 2 only if the selected employee's activity, at the time of the reading, requires that you mark Part 1, "Serving a Customer" or "Window Related Office Activity." Do not mark Part 2 if "At Window Waiting for a Customer" is marked in Part 1.


F WINDOW SERVICE — 5
PART 1
A Serving a Customer
B Window Related Office Activity
a At Window
b Away from Window
(If Marked, Complete Part 2)
C At Window Waiting for a Customer (Go To Question 20.)
PART 2 (Mark Only One)
A Preparing to Open or Close Out Window (Includes Form 1412)
B Post Office Box
C Caller Service
D Non-Boxholder Firms
E General Delivery and Customer Hold Mail
(Includes Handing Mail to a Customer, Notice of Attempt to Deliver, Collecting Fees, and Related Activity.)
F Auditing of Stamp Credit
G Customer Inquiry (Specify Nature of Inquiry in REMARKS)
N Accepting and Rating Mail
I Selling Postage Stamps
J Selling Postal Cards
K Selling Certificate of Mailing
L Selling Meters
a At Post Office
b On Site
M Change of Address/Form 3575
W SSPU Work
O Permit Application
P Accepting Trust Fund Deposits (Advance Deposit Accounts)
Q Postal Money Orders
R Stamped Envelopes
a Plain
b Printed
S Retail Products (Jiffy Bags, Boxes, etc.)
(If Question 18F is Marked, Go To Question 20.)
Other
T Food Stamps
U U.S. Passport Application
V Migratory Bird Stamp
W Alien Address Reporting
X Selective Service Registration
Y Other (Specify & Describe Activity in REMARKS Section.)

319. Mark only one of the three activities listed in 18F, Part 1:

a. Serving a Customer is marked if the selected employee is serving a customer at the time of the reading. If this activity is marked, Part 2 must also be answered.

b. Window Related Activity is marked if the selected employee's activity at the time of the reading is associated with window services, but he is not actually serving a customer. When this activity is marked, then a subactivity (1) At Window or (2) Away From Window must be marked and Part 2 completed.

(1) At Window is marked when the selected employee's activities are associated with window services provided at the window counter in the screen line area.

(2) Away From Window is marked when the selected employee's activities are associated with window services provided away from the window counter and away from the screen line area.

NOTE: If the selected employee is a clerk assisting patrons waiting in line, mark window related service, away from the window. Mark other in Part 2 and specify in remarks the specific activity with which the clerk is helping the customer.

c. At Window Waiting for a Customer is marked if the selected employee is at the window at the time of the reading but is not engaged in any postal activity. If this item is marked, go to Question 20.

320. Question 18F, Part 2. Mark the one activity which best describes the window service employee's activity at the time of the reading.

Part 2 is divided into two segments. The first segment generally covers the bulk of the work of a window employee, such as stamp and money order sales, retail product sales and setting meters. The second segment, called "Other", lists activities the Postal Service performs for other government agencies, such as food stamp handling, passport application, selective service registration, and alien address reporting.

321. Segment 1 of 18F, Part 2, lists 19 activities commonly performed by window service personnel.

a. Preparing to Open or Close Out Window (Includes Form 1412) includes all preparation and accounting work usually associated with the opening and closing out of windows. Mark this activity if the selected employee is balancing stamp stock, preparing Form 1412, obtaining stamp credit and meter head, checking dates on a postage meter, replenishing stamp stock, closing out a postage meter, running tally tapes of receipts, or preparing bank deposits at the time of the reading.

b. Post Office Box is marked if the employee is doing work related to post office boxes available for rent by the public in post offices or other authorized places.

c. Caller Service applies if the employee is doing work related to caller service. Caller service is a means by which, for a fee, a customer can pick up mail at the post office window.

d. Non-Boxholder Firms is marked if the employee's work is related to non-boxholder firms. Customers who normally receive 50 or more letters on the first delivery trip may be provided with such holdout service. Firm mail may be a direct holdout or may be withdrawn from the carrier's case.

e. General Delivery and Customer Hold Mail is handled as follows: General Delivery refers to a service provided for customers who want to pick up their mail at the post office window. Customer hold mail includes mail retained at the post office of address at the request of the addressee and mail for which a notice of attempted delivery has been left with the addressee by the carrier. A reading on a selected employee working on general delivery or customer hold mail should have this category marked.

NOTE: The categories of Post Office Box, Caller Service, Non-Boxholder Firms, and General Delivery and Customer Hold Mail include Handing Mail to a Customer, Notice of Attempt to Deliver, Collecting Fees, and any related activity.

f. Auditing of Stamp Credit is marked if the sampled window service employee is auditing or verifying the audit of her stamp credit at the time of reading.

g. Customer Inquiry (Specify Nature of Inquiry in Remarks) is marked if the employee is receiving or handling any customer inquiry which is not part of another service. This includes telephone inquiries. You must also record in the Remarks section the exact wording or an accurate summary of the customer inquiry, such as:

> "Q. 18F Part 2, "Customer Inquiry, -- The customer wanted information about money order denominations and fees."

Example 1: At the time of the reading, the employee is on the telephone with a customer giving information about postal money order denominations and fees. You will record "Serving a Customer" in Part 1 and "Customer Inquiry" in Part 2 of 18F. Then go to the Remarks section and enter "18F Part 2 Customer Inquiry -- The customer wanted to know the largest size money order she could buy and what the fee was."

Example 2: At the time of the reading, the employee is at the window with a customer who is asking for directions to city hall. Record "Serving a Customer" in Part 1 and "Customer Inquiry" in Part 2 of 18F. Then go to the Remarks section and enter "18F Part 2, Customer Inquiry -- Where is city hall?."

h. Accepting and Rating Mail applies if the selected window employee is accepting mail from a customer or rating any piece or pieces of mail that have been received. If "Accepting and Rating Mail" is marked, information on mail the employee is receiving must be recorded in Questions 21 through 25, as applicable.

i. Selling Postage Stamps is marked if the employee is selling postage stamps. This category is also appropriate for philatelic transactions in which mint U.S. stamps are sold.

j. Selling Postal Cards should be marked if the employee is selling postal cards or handling an order for postal cards.

k. Selling Certificate of Mailing is marked if, the employee is selling or filling out a certificate of mailing. Describe in Questions 21-23, as applicable, the mail piece that accompanies the certificate of mailing.

l. Setting Meters is marked when the sampled employee's activities are associated with setting a meter at the post office or on site. Serving A Customer must be marked in Part 1.

(1) At Post Office is marked in addition to Setting Meters if the sampled employee is setting a meter at the post office.

(2) On Site is marked in addition to setting meters if the sampled employee is setting a meter at a customer's site.

m. Change of Address/Form 3575 includes giving the customer a Form 3575, or helping the customer fill out the form.

n. SSPU Work includes work activity associated with Self-Service Postal Units. Mark this activity if, at the time of the reading, an SSPU Technician is out of the office traveling to or servicing an SSPU.

o. Permit Application is marked if, the employee is handling, completing, or otherwise working with a permit application.

p. Accepting Trust Fund Deposits (Advance Deposit Accounts) is the applicable activity if the employee is accepting, or is involved with the acceptance of, trust fund deposits.

q. Postal Money Orders includes activities such as selling money orders, cashing money orders, COD-related money order work, reconciling money order printouts, holding receipts, writing up a money order inquiry report, or any other money order related activity.

r. Stamped Envelopes must be marked if the employee is selling stamped envelopes or handling an order for stamped envelopes. This includes the actual selling of either type of envelope, plain or printed, or any other window activity directly related to either type of envelope (i.e. taking inventory, securing stock or processing orders). It should be noted that Aerogrammes, Jiffy envelopes, padded mailers, and envelopes without embossed postage are not stamped envelopes.

When Stamped Envelopes is marked, either plain or printed must be marked.

(1) Plain is marked in addition to Stamped Envelopes if the selected employee's activities are associated with plain envelopes.

(2) Printed is marked in addition to Stamped Envelopes if the selected employee's activities are associated with printed envelopes.

s. Retail Products (Jiffy Bags, Boxes, etc.) involves selling stamp collecting kits, tapes, books, unstamped envelopes, Aerogrammes, Jiffy envelopes, padded mailers, boxes. Do not include the selling of U.S. mint stamps in this category.

322. The items listed under other in 18F, Part 2, are services that the U.S. Postal Service performs for (and is reimbursed by) other government agencies:

a. Food Stamps
b. U.S. Passport Application
c. Migratory Bird Stamp
d. Alien Address Reporting
e. Selective Service Registration

If the selected employee is actually serving a customer and performing one of these five services, mark "Serving a Customer" in Part 1 and the appropriate service in Part 2. If the employee is performing one of the services but is not serving a customer -- or if the employee is involved in one of these services at a location in the post office other than at the window -- mark "Window Related Office Activity" in Part 1 and the specific service in Part 2.

323. "Other" is the last item listed in Part 2. If none of the activities listed in part 2 describes the employee's activity when "Serving a Customer" or "Window Related Office Activity" is marked, you must mark "Other". Then fully describe the employee's activity in the Remarks section.

324. The following examples are provided to demonstrate what is to be recorded when the sampled employee is involved with several items or services.

Example 1: The customer is (1) purchasing a book of stamps, (2) cashing a postal money order, and (3) making an inquiry about lobby hours.

1. If at the time of the reading, the window service clerk is handing the customer a book of stamps, mark 18F, Part 2, "Selling Postage Stamps."

2. If at the time of the reading, the window service clerk is checking the list of missing money order forms, mark 18F, Part 2, "Postal Money Orders."

3. If the clerk is listening to the customer's question about lobby hours, mark 18F, Part 2, "Customer Inquiry", and then record the exact wording or an accurate summary of the inquiry in Remarks.

325. If at the time of the reading, the customer being served is either saying hello or goodbye, or is paying for several items, then mark the item (or service) provided by the clerk immediately after the greeting or the last service provided before the payment and goodbye. The logic behind this rule is an extension of the concept behind the "top-piece-rule".

Example 2: A customer at the window says hello, purchases 20 postal cards and 100 stamped envelopes, pays for the purchase with a check, and says "goodbye."

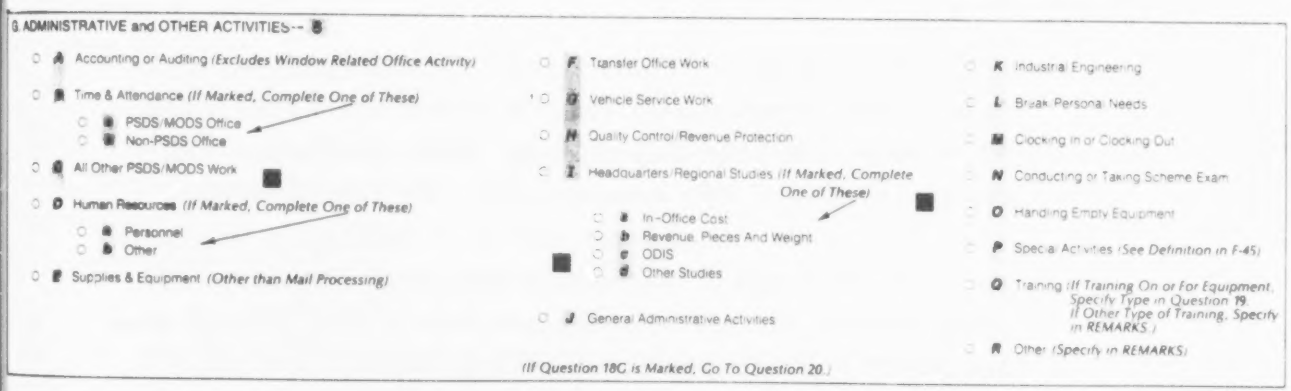
1. If at the time of the reading, the clerk is verifying the customer's identification for a personal check, mark "Selling Stamped Envelopes" in 18F, Part 2, since the last purchase before payment was stamped envelopes.

2. If the clerk is exchanging hellos with the customer, mark "Selling Postal Cards" in 18F, Part 2, since it was the purchase immediately after the greeting.

3. If the clerk is exchanging goodbyes, mark "Selling Stamped Envelopes" in 18F, Part 2, since it was immediately preceded by payment for the stamped envelopes.

4. If the customer had made an inquiry between paying for the items and saying goodbye and at the time of the reading, the clerk is exchanging goodbyes, mark "Customer Inquiry" in 18F, Part 2.

326. Question 18G, Administrative and Other Activities. This question is marked if the selected employee's work activity, at the time of the reading, cannot be associated with any of the operations or work centers in 18B through F.


G ADMINISTRATIVE and OTHER ACTIVITIES--
A Accounting or Auditing (Excludes Window Related Office Activity)
B Time & Attendance (If Marked, Complete One of These)
a PSDS/MODS Office
b Non-PSDS Office
C All Other PSDS/MODS Work
D Human Resources (If Marked, Complete One of These)
a Personnel
b Other
E Supplies & Equipment (Other than Mail Processing)
F Transfer Office Work
G Vehicle Service Work
H Quality Control/Revenue Protection
I Headquarters/Regional Studies (If Marked, Complete One of These)
a In-Office Cost
b Revenue, Pieces And Weight
c ODIS
d Other Studies
J General Administrative Activities
K Industrial Engineering
L Break/Personal Needs
M Clocking In or Clocking Out
N Conducting or Taking Scheme Exam
O Handling Empty Equipment
P Special Activities (See Definition in F-45)
Q Training (If Training On or For Equipment, Specify Type in Question 19. If Other Type of Training, Specify in REMARKS.)
R Other (Specify in REMARKS)
(If Question 18G is Marked, Go To Question 20.)

327. Here are guidelines for marking Question 18G.

a. Accounting or Auditing (Excludes Window Related Office Activity) must be marked for employees working in the accounting and budgeting area. This category does not include accounting and auditing work performed by window clerks on window related activities.

b. Time and Attendance must be marked if the selected employee is doing time and attendance work. If this category is marked, you must also indicate whether the activity is in (1) a PSDS/MODS office, or (2) a Non-PSDS office.

c. All Other PSDS/MODS Work applies if the employee is engaged in any PSDS/MODS activity other than time and attendance.

d. Human Resources includes work in the Personnel Office and Human Resources, such as the activities of safety specialists, nurses, PEDC trainers, PAR counselors, and EEO counselors. This item would also be marked for Postal Service examiners who work in Human Resources and administer the competitive examination for the Postal Service. If marked, also indicate whether the activity is related to (1) Personnel or (2) Other.

e. Supplies and Equipment (Other than Mail Processing) is applicable for employees engaged in the procurement of equipment and supplies for non-mail processing operations. If the equipment is to be employed in a mail processing and distribution activity, mark 18D, Parts 1 and 2. In such cases, the employee's activity is allied labor to a mail processing and distribution operation.

f. Transfer Office Work is marked only for employees at officially designated transfer offices who are engaged in clerical activities.

g. Vehicle Service Work is marked for an employee working as a Vehicle Operations Assistant. The employee may, at the time of the reading, be doing clerical work for the dispatcher, issuing keys, or performing other related duties.

h. Quality Control/Revenue Protection is marked if the employee is engaged in a quality control related activity at the time of the reading, or is involved in revenue protection.

i. Headquarters/Regional Studies applies if the employee is engaged in work related to any of the following statistical programs/systems/studies. If so, mark the appropriate bullet.

(1) In-Office Cost,
(2) Revenue, Pieces and Weight,
(3) ODIS
(4) Other Studies (includes Carrier Street, Cost Ascertainment, and Special Studies).

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j. General Administrative Activities is marked only if you cannot identify a more specific activity on the form to describe the employee's activity. This item covers administrative duties relating to a major area within a facility or to the overall operation of a facility. Do not mark this item unless a more specific activity absolutely cannot be determined.

k. Industrial Engineering applies if the employee is engaged in industrial engineering activities.

l. Break/Personal Needs applies if the employee is on break at the time of the reading. It also includes wash-up time.

m. Clocking In or Clocking Out is marked if the selected employee is:

(1) Clocking in at the time of the reading, either at the beginning of a shift or returning from lunch.
(2) Going to her work location after clocking in at the beginning of a shift or after lunch.
(3) Going to clock out, either to lunch or at the end of her shift.

Do not mark Clocking In or Clocking Out if the selected employee is moving from one work location to another. In this case, the data collector should mark the activity to which the employee is going.

n. Conducting or Taking Scheme Exam is marked if the employee is conducting or taking a scheme exam at the time of the reading. This activity also includes scheme study on the clock.

o. Handling Empty Equipment should be marked if the selected employee is handling or moving empty equipment, but is not part of a platform or mail processing and distribution activity.

p. Special Activities is marked if the employee is engaged in an activity such as:

(1) Participating in a fire drill
(2) Giving blood
(3) Soliciting for the Combined Federal Campaign
(4) Soliciting for other charities
(5) Performing union business
(6) Attending a safety talk
(7) Participating in a bond drive
(8) On phone pass
(9) Participating in EI/QWL.

If an employee is given official administrative leave to participate in a special activity, mark Other Paid Leave in Question 8, and do not complete 18G.

q. Training (If Training On or For Equipment, Specify Type in Question 19. If Other Type of Training, Specify in Remarks) is marked if the employee is engaged in a training activity at the time of the reading. You must determine the type of training.

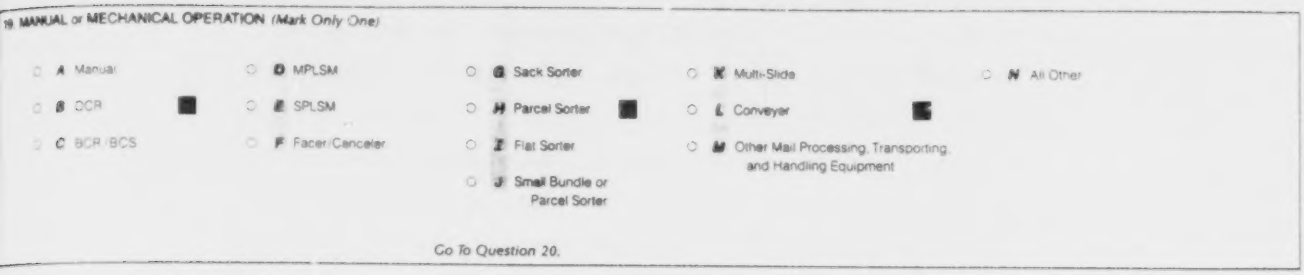
(1) If the employee is participating in training involving any mail processing equipment, such as an OCR, MPLSM, SPLSM, Facer/Canceller, sack or parcel sorter, mark Training and specify the type of equipment on which the employee is training in Question 19.

(2) If the employee is participating in a training activity that does not involve any equipment, mark Training and describe the type of training in the REMARKS section.

r. Other (Specify in Remarks) is marked if you cannot record the employee's activity in any other category on the Form 2600. After marking Other, fully describe the employee's activity, at the time of the reading, in the REMARKS section.

NOTE: Whenever "Remarks" are called for, always provide enough detail about the employee's activity so it can be coded at Headquarters.

328. Question 19, Manual or Mechanical Operation. You'll be instructed to go to Question 19 if you have completed any item in 18B, 18C, or 18D, Part 2.



Only one response should be marked in Question 19 to indicate the type of work the employee is performing or is allied to at the time of the reading.

a. Manual is marked if the employee is doing work that does not employ a machine.

b. OCR is for an employee working on or allied to an optical character reader.

c. BCR/BCS applies if the employee is working with the bar code reader or bar code sorter equipment.

d. MPLSM is marked if the employee is keying, or allied to, a multiposition letter sorting machine.

e. SPLSM is marked if the employee is keying, or allied to, a single position letter sorting machine.

f. Facer/Canceler is for an employee working with or on a Mark II, M-36, Model G Flyer or other facing or cancelling machine.

g. Sack Sorter is marked if the employee is working on, or allied to, a sack sorting operation.

h. Parcel Sorter applies if parcels are being sorted mechanically and the employee is doing work associated with the parcel sorter operation.

i. Flat Sorter is marked if the employee is operating, or allied to, a flat sorter, a machine that mechanically sorts flat mail.

j. Small Bundle and Parcel Sorter is marked if the employee is keying or allied to a small parcel and bundle sorter.

k. Multi-Slide must be marked when the employee is working on, or allied to, a multi-slide mechanical device for sending sacks or parcels to a distribution point for either primary or secondary sort.

l. Conveyor is marked only if the selected employee is using a portable or fixed extendable unloading or loading conveyor. If the employee is performing a distribution operation using a Model 89 conveyor, mark Manual.

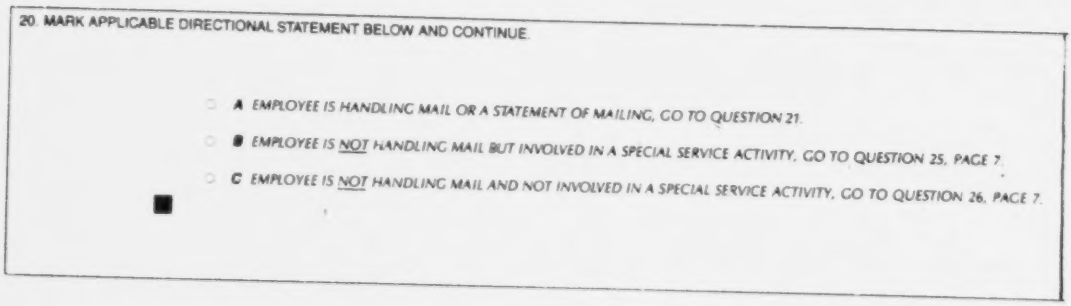
m. Other Mail Processing, Transporting, and Handling Equipment is marked if, at the time of the reading, the employee is operating equipment such as a forklift, hamper dumper, or jitney, parcel dumper, container dumper, or stretch-wrapping robots.

n. All Other applies if the selected employee is using equipment such as a rewrapping machine or tie out machine, or is working at a ZIP Code Identification console.

Example 1: If an employee is sorting mail into a carrier case, or is culling small parcels from a hamper of letter mail, mark manual.

Example 2: If an employee is operating a flat sorter, or culling small parcels from the conveyor leading to the flat sorter, mark flat sorter.

329. After answering Question 19, you are directed to Question 20.


20. MARK APPLICABLE DIRECTIONAL STATEMENT BELOW AND CONTINUE.

A EMPLOYEE IS HANDLING MAIL OR A STATEMENT OF MAILING, GO TO QUESTION 21.

B EMPLOYEE IS NOT HANDLING MAIL BUT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 25, PAGE 7.

C EMPLOYEE IS NOT HANDLING MAIL AND NOT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 26, PAGE 7.

330. The first directional statement in Question 20 is:

EMPLOYEE IS HANDLING MAIL OR A STATEMENT OF MAILING, GO TO QUESTION 21.

For purposes of Question 20, mail is considered to be mailable matter of any class found in the mail stream with or without postage, including that for which special services are indicated (DMM 123 and 124).

331. The second and third directional statements in Question 20 are:

a. EMPLOYEE IS NOT HANDLING MAIL BUT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 25, PAGE 7.

b. EMPLOYEE IS NOT HANDLING MAIL AND NOT INVOLVED IN A SPECIAL SERVICE ACTIVITY, GO TO QUESTION 26, PAGE 7.

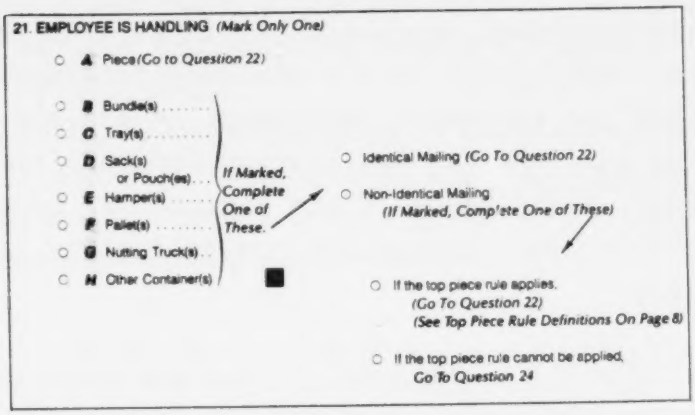
XV. MAIL IDENTIFICATION

QUESTIONS 21 THROUGH 22

CONTENT REVIEW

- How to determine if an employee is handling a single piece of mail or a quantity of mail
- How to determine if the mail is identical or non-identical
- How to apply the "top piece rule" to determine which mail is to be sampled
- How to identify mail shapes

332. Question 21 - EMPLOYEE IS HANDLING.


21. EMPLOYEE IS HANDLING (Mark Only One)
A Piece (Go to Question 22)
B Bundle(s)
C Tray(s)
D Sack(s) or Pouch(es)
E Hamper(s)
F Pallet(s)
G Nutting Truck(s)
H Other Container(s)
If Marked, Complete One of These.
Identical Mailing (Go To Question 22)
Non-Identical Mailing (If Marked, Comp'ete One of These)
If the top piece rule applies, (Go To Question 22) (See Top Piece Rule Definitions On Page 8)
If the top piece rule cannot be applied, Go To Question 24

333. To answer Question 21 you must determine if the selected employee is handling a single piece of mail or a quantity of mail. And if the employee is handling a quantity of mail, you must determine the type of container in which the mail is being handled. Response options for an employee handling a quantity of mail are: bundle, tray, sack or pouch, hamper, pallet, nutting truck, or other container. For purposes of the In-Office Cost System, the term Bundle refers to several pieces of mail, either tied or untied, which are handled as a Unit.

334. At the time of the reading, if a selected employee is handling a Statement of Mailing, mark "Piece" in Question 21. Then complete Form 2600 based on: (1) mail the statement represents if it is available; or (2) the information on the Statement of Mailing, if mail that the statement represents is not available. When the mail and the destination ZIP Code are not available, place zeros in the 5-digit ZIP Code columns in Question 23N. Always use the mail piece, if available.

335. At the time of the reading, if the employee is handling a Piece of Mail (or a Statement of Mailing), mark Piece. Then proceed to Question 22 and 23 to record the characteristics of that Piece of mail.

336. If, at the time of the reading, the employee is handling a bundle, tray, sack, pouch, hamper, pallet, nutting truck, or other container of mail, mark that bullet and then determine if the mailing is Identical or Non-Identical.

337. An Identical Mailing, is one in which the mail pieces have the same origin, mail class, subclass, shape, size, weight and postage. The pieces are the same except for their destinations.

338. If the selected employee is handling such an identical mailing, mark Identical Mailing in Question 21 and choose one of the pieces to use in completing Questions 22 and 23 based on Top Piece Rule 6.

339. Mark Non-Identical Mailing in Question 21 if the employee is handling mail pieces which differ by class, size, shape, weight, or any characteristic other than the mailing address.

340. If the employee is handling a quantity of non-identical mail, you must determine if the Top Piece Rule can be applied to select a single piece. The Top Piece Rule is printed on page 8 of the Form 2600.

RULES FOR DETERMINING PIECE FROM WHICH DATA IS TO BE RECORDED

The "Top Piece Rule" covers those situations when the sample employee is handling or involved with more than one piece of mail at the time of the reading. Questions 22 through 23N must be completed, as applicable, for situations described in 1 through 7 below.

WHEN EMPLOYEE IS	RECORD DATA FOR
1. Handling quantity of mail in one hand	- Top piece, that hand
2. Handling quantity of mail in both hands	- Top piece, right hand
3. Handling a bundle of mail, not sorted by class	- Top piece (Do not record any special services unless the same special service appears on all pieces in the bundle.)

NOTE: There is an exception to the top-piece rule. The top-piece rule does not apply to a bundle which contains both preferential and nonpreferential mail, if the established procedure is to consistently put the preferential mail on the top of the bundle. In such cases follow rule 8 below.

4. Handling a tray of mail, not faced	- First piece nearest right hand
5. Handling a tray of mail, faced	- First piece, address side
6. Handling any quantity of an identical mailing: mail which is identical by mail class and subclass, by shape and by weight. Employee may be handling mail in bundles, sacks, trays or any other type container.	- Top piece of a bundle selected at random or first piece of a tray selected at random, or a single piece of mail selected at random from any other type of container.
7. Operating one of the following or other type of mail-processing machinery: Letter sorting machine; Conventional canceler; Induction station; Facer canceler; Sack sorter; Facer	-Next piece from source of supply

NOTE: If next piece is a sack of identical pieces, follow rule 6 above for identical mailing. If next piece is a sack of non-identical pieces, follow rule 9 below for non-identical mailings.

The "Top Piece Rule" does not apply under the following situations:

WHEN EMPLOYEE IS	RECORD DATA FOR
8. Handling a quantity of mail which has been sorted and ordered by mail class.	- All shapes and mail classes in the bundle *(Questions 24A and 24B)*
9. Handling a quantity of non-identical pieces in bundles, sacks, trays or any other type containers.	- All shapes and mail classes in those containers *(Questions 24A and 24B)*

341. Rules 1 through 7 explain when it is appropriate to select one piece from among a larger quantity of mail the employee is handling and how to choose that piece.

a. RULE 1. If the employee is handling a quantity of mail in one hand, take the top piece of mail from that hand.

b. RULE 2. If the employee is handling a quantity of mail in both hands, take the top piece of mail from the right hand.

c. RULE 3. If the employee is handling a bundle that is not sorted by class, take the top piece from the bundle. Do not record any special service unless the same special service appears on all pieces in the bundle.

Note that the Top Piece Rule does not apply to a bundle which contains preferential and non-preferential mail IF the established procedure is to consistently put the preferential mail on the top of the bundle. In such cases follow RULE 8.

d. RULE 4. If the employee is handling a tray of unfaced mail, take the piece of mail nearest the employee's right hand.

e. RULE 5. If the employee is handling a tray of faced mail, take the first piece with the address side facing you. If the mail in the tray is sorted and ordered by class, follow RULE 8.

f. RULE 6. If the employee is handling any quantity of an identical mailing, select the top piece of a bundle selected at random; the first piece in a tray selected at random; or a single piece of mail selected at random from any other type of container.

g. RULE 7. If the selected employee is operating mail processing equipment such as a Letter Sorting Machine, Canceler, Facer/Canceler, Sack Sorter, Facer, or Induction Station, select the next piece from the source of supply. Do not try to take the piece of mail the employee is keying or canceling.

NOTE: If the next piece is a sack of identical pieces, follow RULE 6 and select one piece. If the next piece is a sack of non-identical pieces, follow RULE 9.

342. The Top Piece Rule does not apply under the following conditions:

a. RULE 8. If the employee is handling a quantity of mail (usually a bundle or tray) which has been sorted and ordered by mail class, record the data for all shapes and classes in the bundle or tray in Questions 24A and 24B.

b. RULE 9. If the employee is handling a quantity of non-identical pieces in multiple bundles, trays, sacks or any other types of containers, or is pulling a hamper, nutting, or general purpose mail container with a tow motor, record the data for all shapes and mail classes in Question 24A and 24B. RULE 9 applies only to multiple bundles or trays. When an employee is handling only one bundle or tray, apply RULE 3, 4, or 5.

DO NOT record any special services in Question 25 unless the same special service appears on all pieces in the bundles, trays, sacks, or other type containers.

343. To summarize Question 21:

a. If the employee is handling a single piece of mail or an identical mailing, or a quantity of mail for which the "Top Piece Rule" can be applied, answer Questions 22 and 23.

b. If the selected employee is handling a quantity of mail which is non-identical and the "Top Piece Rule" cannot be applied, make the appropriate entries in Question 21, then skip to 24A and 24B and record information about the mail.

344. Question 22, SHAPE - SINGLE PIECE (Mark Only One).

If the selected employee's activity at the time of the reading can be identified with a single piece of mail, mark in Question 22 the one shape which best describes that piece of mail. If the selected employee's activity at the time of the reading is identified with a detached address card, or its accompanying mailpiece, record the shape of the accompanying mailpiece and mark "Detached Address Card".

a. Letter. Letter shape mail consists of pieces with the following dimensions which do not fall within one of the card-shape categories listed in paragraphs b, c, d, e, and f below:

Minimum (inches)	**Maximum (inches)**
Length - 5 in.	Length - 11 1/2 in.
Height - 3 1/2 in.	Height - 6 1/8 in.
Thickness - .007 in.	Thickness - 1/4 in.

b. Postal Card. These are blank cards sold by the U.S. Postal Service with a pre-printed, precancelled postage stamp.

c. Private Mailing Card. These are private mailing cards for the transmission of messages with postage or a permit imprint affixed.

In the case of return Postal/Private Mailing Cards, DO NOT mark "short paid" to indicate that a fee is due.

d. USPS Form (Penalty Indicia). These are U.S. Postal Service cards that have the Postal Service indicia in the upper right corner of the address side, and, generally, a form number which is printed in the lower left corner of the reverse side of the card. Forms 3811 and 3811-A are considered USPS forms if they are found in the mailstream unattached to a mail piece.

IMPORTANT: If you are not certain the piece is a Postal Card, Private Mailing Card, or a USPS Form, review the examples in the F-46 Handbook for FY 1990.

e. Other Agency Card. This shape is a U.S. Government Card that has "Postage and Fees Paid" indicia in the upper right corner on the address side of the card.

f. Oversized Card. These are privately printed mailing cards which are larger than 4-1/4 inches by 6 inches. If the employee is handling such a card, regardless of the mailer, mark Oversized Card in Question 22.

NOTE: Automation compatibility is to be determined using template Notice 3C, September 1989.

g. Flat. Flat-shape mail consists of unwrapped, paper-wrapped, sleeve-wrapped, and enveloped matter which exceeds one or more of the maximum dimensions for letter-size mail but which does not exceed any of the maximum dimensions for flat-size mail.

Minimum (inches)	Maximum (inches)
Length-over 11 1/2 in.	Length - 15 in.
Height-over 6 1/8 in.	Height - 12 in.
Thickness - 1/4 in.	Thickness - 3/4 in.

h. IPP Machinable

i. IPP Non-machinable

j. Parcel Machinable

k. Parcel Cutside

The above four shapes are listed in Question 22 and described on page 8 of Form 2600. DO NOT determine which of these shapes to mark by the way a parcel is being handled. Instead, apply the criteria of length, width, height/thickness, and weight.

l. Keys and Identification Items. These articles are often considered non-machinable IPPs. However, for the In-Office Cost System, they are specifically identified.

m. Detached Address Card is marked in addition to one of the appropriate shapes. These are the cards that accompany merchandise samples or flats to be delivered by the carrier. They have the words, "This card was prepared for use in delivering the accompanying postage paid...," printed on the address side of the card.

Always use the accompanying mailpiece to determine shape. Use the combination of detached address card and mailpiece to respond to Question 23, even if at the time of the reading the sampled employee's activity did not involve both items.

345. After completing Question 22, go to Question 23.

XVI. MAIL IDENTIFICATION

QUESTIONS 23A THROUGH 23D

CONTENT REVIEW

- How to identify appropriate indicia
- How to identify class of mail
- What Markings/Endorsements on a mail piece must be identified
- What Special Services on a piece of mail are to be identified
- How to determine which Ancillary/Supplemental Services to record

346. Question 23, MAIL CHARACTERISTICS - SINGLE PIECE

After marking the shape of mail (Question 22), you must complete Question 23.

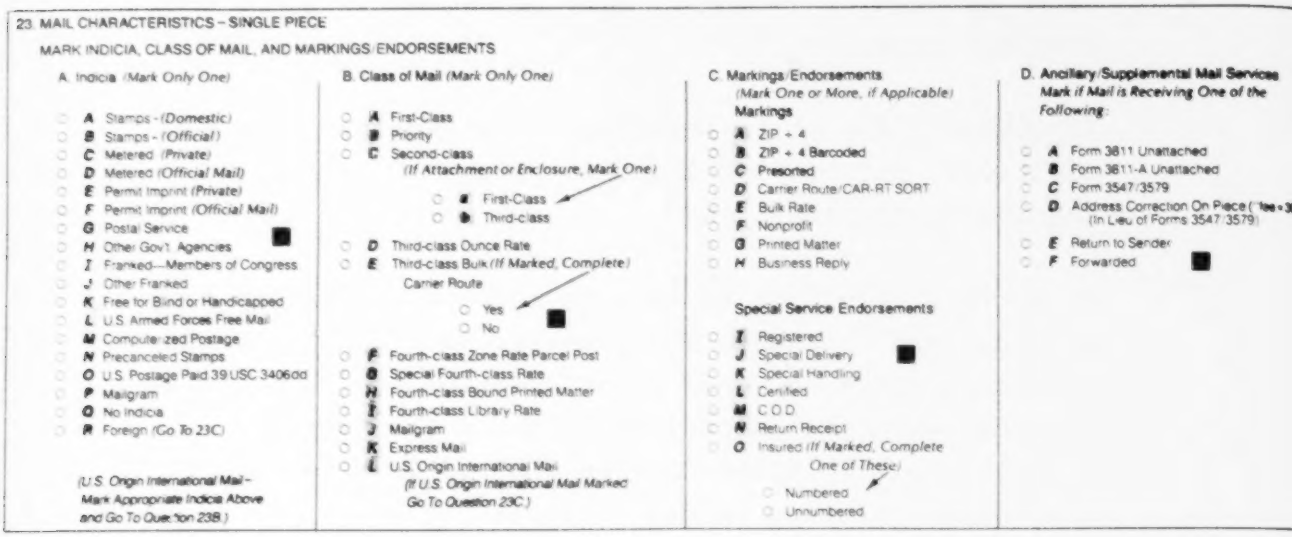
In Question 23, it is important to accurately record additional information about the piece of mail being handled by the employee.

To do this, you must be able to correctly identify mail markings and classes. The Domestic Mail Manual is the reference guide for mail classification. Familiarize yourself with this manual and monitor the Postal Bulletin to keep up-to-date on changes in rules and procedures relating to mail classification.

Take Handbook F-46, Mail Identification Examples to the test site as an aid in identifying mail markings and classes.

And ask the advice of an expert -- a window clerk or mail classification -- if you're having trouble correctly classifying a piece of mail.

347. Question 23 has 14 parts (A-N), which are described below.


23. MAIL CHARACTERISTICS – SINGLE PIECE

MARK INDICIA, CLASS OF MAIL, AND MARKINGS/ENDORSEMENTS

A. Indicia *(Mark Only One)*

- A Stamps - *(Domestic)*
- B Stamps - *(Official)*
- C Metered *(Private)*
- D Metered *(Official Mail)*
- E Permit Imprint *(Private)*
- F Permit Imprint *(Official Mail)*
- G Postal Service
- H Other Gov't. Agencies
- I Franked—Members of Congress
- J Other Franked
- K Free for Blind or Handicapped
- L U.S. Armed Forces Free Mail
- M Computerized Postage
- N Precanceled Stamps
- O U.S. Postage Paid 39 USC 3406(d)
- P Mailgram
- Q No Indicia
- R Foreign *(Go To 23C)*

(U.S. Origin International Mail – Mark Appropriate Indicia Above and Go To Question 23B.)

B. Class of Mail *(Mark Only One)*

- A First-Class
- B Priority
- C Second-class
  (If Attachment or Enclosure, Mark One)
  - a First-Class
  - b Third-class
- D Third-class Ounce Rate
- E Third-class Bulk *(If Marked, Complete)*
  Carrier Route
  - Yes
  - No
- F Fourth-class Zone Rate Parcel Post
- G Special Fourth-class Rate
- H Fourth-class Bound Printed Matter
- I Fourth-class Library Rate
- J Mailgram
- K Express Mail
- L U.S. Origin International Mail
  (If U.S. Origin International Mail Marked Go To Question 23C.)

C. Markings/Endorsements
(Mark One or More, if Applicable)

Markings

- A ZIP + 4
- B ZIP + 4 Barcoded
- C Presorted
- D Carrier Route/CAR-RT SORT
- E Bulk Rate
- F Nonprofit
- G Printed Matter
- H Business Reply

Special Service Endorsements

- I Registered
- J Special Delivery
- K Special Handling
- L Certified
- M C.O.D.
- N Return Receipt
- O Insured *(If Marked, Complete One of These)*
  - Numbered
  - Unnumbered

D. Ancillary/Supplemental Mail Services
Mark if Mail is Receiving One of the Following:

- A Form 3811 Unattached
- B Form 3811-A Unattached
- C Form 3547/3579
- D Address Correction On Piece (Fee + 3
  (In Lieu of Forms 3547/3579)
- E Return to Sender
- F Forwarded

348. Question 23A - Indicia.

The indicia is the designation used on mail to show payment of postage. Mark only one of the following.

a. Stamps - (Domestic) is marked if the indicia on a piece of mail is a U.S. Postage Stamp. If the employee is handling a piece of mail and it is apparent from the cancellation that a postage stamp has been wholly or partially lost, treat the piece as paid at full postage and mark indicia as "Stamps-(Domestic)" or "Foreign," as appropriate.

(1) If the letter bears a United Nations stamp and a U.N. Headquarters, New York, cancellation, mark the "Stamps-(Domestic)" indicia.

(2) For mail bearing United Nations stamps cancelled in Bern, Switzerland, mark "Foreign."

(3) For mail bearing United Nations stamps cancelled in locations other than New York or Bern, Switzerland, mark "No Indicia".

b. Stamps - (Official) refers to the stamps which say "Official Mail USA" across the top and indicate "Penalty for Private Use $300" at the bottom. These are used only by federal government agencies.

c. Metered (Private) refers to an impression denoting payment of postage, imprinted by a meter stamp device directly on a mail piece or on a meter strip.

d. Metered (Official Mail) refers to an impression denoting the words "U.S. Official Mail", which are an integral part of the meter imprint.

e. Permit Imprint (Private) applies to an impression made by a printing press, handstamp, lithograph, mimeograph, multigraph, addressograph or similar device. A permit imprint contains a statement that postage has been paid and has a permit number or complete company name.

Note: New Computerized Codes for First-Class Mail Rate Categories are provided below. The codes have been authorized for Permit Imprint First-Class and Third-class mail pieces. Companies seeking to use this method of identifying the postage paid must have special authorization.

A. Permit Imprint Code locations:

1. Regular format must be printed above the top line of the address. (The indicia area will contain a Permit Imprint).

2. Alternative format must be printed below the address area in the lower left corner of the piece.

B. The codes are:

**1 FN - First Class Mail (no presortation)
**1 FP - Presorted First-Class Mail
**1 ZN - ZIP + 4 First-Class Mail
**1 ZP - Presorted ZIP + 4 First-Class Mail
**1 CP - Carrier Route Presorted First-Class Mail
** ZB - ZIP + 4 Barcoded.

Bulk Third Class

** ZB - ZIP + 4 Barcoded
** ZP - Presorted 5-digit ZIP + 4
** ZN - Basic ZIP + 4
** CP - Carrier Route Presort
** FD - Presorted 5 digit
** BA - Basic

f. Permit Imprint (Official Mail) refers to a permit imprint in which the government agency name, acronym, or initials are printed as part of the Permit Imprint. The permit number will be preceded by a "G".

g. Postal Service is marked as the indicia for official mail of the U.S. Postal Service mailed under the "Penalty for Private Use" indicia. The Postal Service emblem will appear as part of the indicia. Postal Service also includes official stamps used by USPS.

h. Other Government Agencies refers to official mail of Federal Government Agencies mailed under the "Postage and Fees Paid" indicia. You can differentiate between mail from government agencies and that of the Postal Service because the name of the department or agency and the agency number will be printed in the indicia or the return address.

i. Franked-Members of Congress is marked for official mail of Members of Congress bearing a written signature or printed facsimile signature.

j. Other Franked refers to official mail, other than that of Members of Congress, which bears a written signature or printed facsimile signature. This indicia can be used by the vice president, vice president-elect, and other persons listed in Exhibit 137.12 of the Domestic Mail Manual.

k. Free for Blind or Handicapped is identifiable by the words, "Free Matter for Blind or Handicapped", which are placed in the upper right corner of the mail piece.

NOTE: If indicia is Free for the Blind, mark 23A and go to 23C. Do not mark class in 23B.

l. U.S. Armed Forces Free Mail is distinguished by the word "Free", which is written in the upper right corner of the mail piece. The name of the sender, her grade, and complete military address must be placed in the upper left corner of the address side of the piece.

m. Computerized Postage is marked when the mailing label on a parcel is printed out by a computer and shows the postage and weight of the mail piece. An example of a computerized postage indicia is in the F-46 Handbook.

n. Precancelled Stamps is marked if adhesive stamps, stamped envelopes or postal cards are cancelled in advance of mailing. Precancelling is authorized for limited quantities of stamps by local Post Offices using electroplate or hand stamping. For large quantities, precancelled stamps are requisitioned. The Postal service uses three precancelling techniques. In addition, mailers may apply for a permit for a "Mailers Precancel Postmark". Handbook F-46 Mail Identification Examples contains illustrations of precancelled postage.

o. U.S. Postage Paid 39 USC 3406 is used as the indicia only on Official Election Balloting Material.

p. Mailgram is the imprint used by Western Union on Mailgram envelopes.

q. No Indicia is marked to indicate that no indicia is found on the mail piece. Mark second-class mail, keys and identification items as no indicia.

r. Foreign is marked to indicate postage stamps or other indicia placed on Foreign Origin Mail. If Foreign is marked, go to Question 23C, Markings/ Endorsements.

349. Question 23B - Class of Mail

You must determine the class of the mail piece the employee is handling at the time of the reading. Generally, the mail markings, postage, and weight will help you determine the class of mail. Mark only one class of mail.

350. If "No Indicia" is marked in Question 23A and there are no endorsements and the piece is not a second class publication, key or identification item, use the following guidelines for determining class.

a. If the weight of the mail piece is 11 oz. or less, record as "First-class".

b. If the weight of the mail piece is more than 11 oz. but not over 16 oz., record as Priority.

c. If the weight of the mail piece is more than 16 oz., record as Fourth-class Zone Rated Parcel Post.

351. If the employee is handling mail which originated in a foreign country, do not mark class in 23B. Instead, record class in 23F.

352. If the employee is handling U.S. International Mail, which is mail originated in the United States but destined for a foreign country, 23B U.S. Origin International Mail should be marked, and the appropriate bullet marked in Question 23E.

353. The classes which may be marked for domestic origin and destination mail are as follows:

a. First-Class is all mail weighing 11 ounces or less bearing current First-Class postage. Include in this category First-Class presort mail, for which the postage rate is the First-Class rate less the appropriate discount.

b. Priority:

1. Endorsed Mail: If a piece of mail weighs 11 oz. or less and is endorsed "Priority Mail" or "Priority", mark the "Priority" bullet.

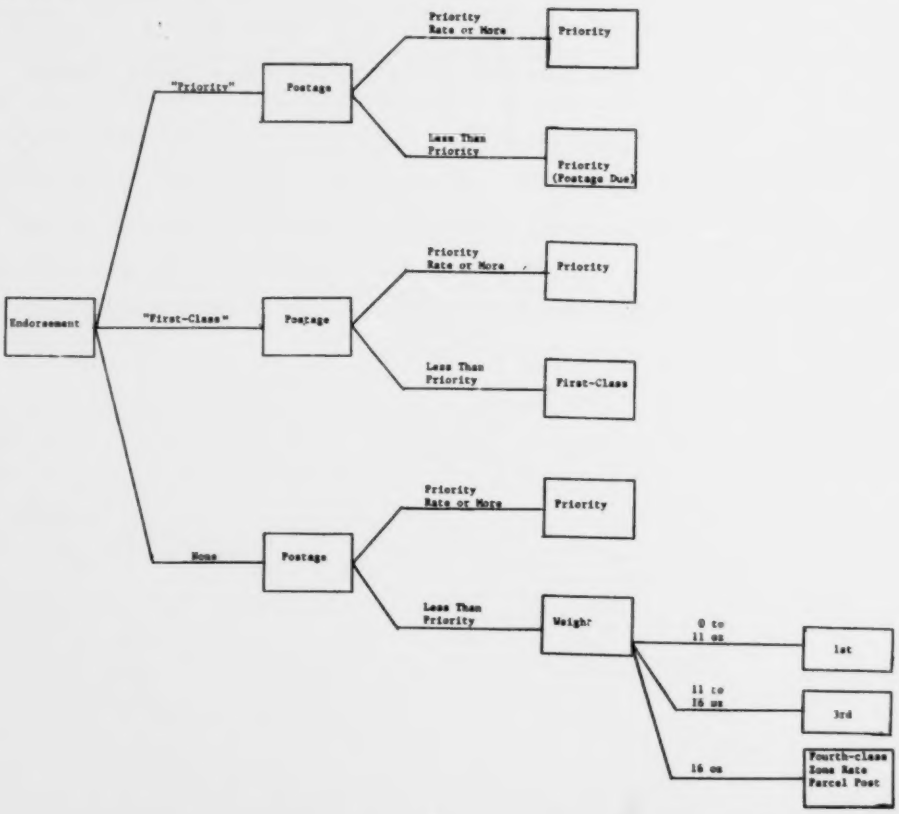
2. Unendorsed Mail is recorded as described below:

11 oz. or less - if the postage is equal to or greater than $2.40, record it as "Priority". Otherwise, record it as "First-Class".

More than 11 oz. but not over 16 oz. - If the postage is equal to or greater than $2.40, record it as "Priority". Otherwise, record it as "Third-Class Ounce Rate".

More than 16 oz. but not over 2 lbs. - If the postage is equal to or greater than $2.40, record it as "Priority". Otherwise, record it in accordance with the postage paid.

Over 2 lbs. - Record it as "Priority" if the postage has been paid at the priority rate. Otherwise, record in accordance with the postage paid.



c. Second-class is used for copies of publications, (newspapers, magazines, periodicals) mailed by publishers or registered news agents without indicia. If there is an attachment or enclosure, mark the appropriate class (First or Third). Do not record the postage for an attachment or enclosure.

d. Second-class mail Returned to Sender is recorded as either Third-class Single Piece or Fourth-class, as appropriate.

e. Second-class mail forwarded is forwarded for 60 days, both locally and non-locally, without additional fee. Do not record forwarded Second-class mail as "short paid".

f. Third-class Ounce Rate is appropriate for all matter not mailed at First- or Second-class rates which weighs less than 16 ounces and bears the appropriate postage. Such pieces will generally be marked Third-class. Do not mark Third-class ounce rate for items mailed at Third-class bulk rates.

g. Third-class Bulk is marked for all matter authorized to be mailed at Third-class Bulk Rates. The identifying words Bulk Rate or Nonprofit Organization must be printed or stamped on each mail piece. If Third-class Bulk is marked, you must determine if the piece is being paid at the "Carrier Route Presort" rate. If it is, the words "Carrier Route Presort" or "CAR-RT" will be incorporated in the permit imprint or printed above the address to the left or below the permit imprint, meter stamp, or precanceled stamp. The Carrier Route Presort endorsement may also be located in the address area, either one or two lines above the actual address. If a piece is mailed at the Carrier Route Presort rate, mark YES under Third-class Bulk, otherwise, mark NO. If YES is marked, be sure to also mark carrier route/CAR-RT SORT in Question 23C. Failure to do so will result in an exception being assigned.

NOTE: Third-class mail bearing the endorsement "forwarding and return postage guaranteed" or "address correction, forwarding and return postage guaranteed" will be forwarded (locally and non-locally) without fee to the addressee. On Form 2600, DO NOT record as "short paid" to indicate that a fee is due. No fee is due. Record this forwarded mail as Third-class Ounce Rate.

h. Fourth-class Zone Rate Parcel Post is marked for mailable matter that is:

(1) More than 16 ounces, unendorsed;
(2) Not entered as any other type of Fourth-class mail;
(3) Not mailed or required to be mailed as First-class mail, and
(4) Not entered as second-class mail.

i. Special Fourth-class Rate is for Fourth-class mailable matter which is marked "Special Fourth-class". Books, printed music, sound recordings, and educational reference charts can be mailed at Special Fourth-class rates.

j. Fourth-class Bound Printed Matter consists of Fourth-class mailable matter which is marked "Bound Printed Matter." Catalogs and telephone books are often mailed at the bound printed matter rate.

NOTE: Here are rules governing Combined Special Fourth-class and Bound Printed Matter mailings.

1. If the Combined Mailing of Special Fourth-class and Bound Printed Matter is a single piece (not being Forwarded or Returned):

   a. Record a Special Fourth-class piece with a Bound Printed Matter enclosure as follows:

      Question 21: Employee Is Handling -- "Piece".

      Question 22: Shape -- "IPP Machinable" or "Parcel Machinable", depending on the weight.

      Question 23A: Indicia -- as appropriate.

      Question 23B: Class of Mail -- Special Fourth-class Rate.

      Questions 23C, 23E, 23F, and 23G: Markings -- as appropriate.

      Question 23H: Subtract the postage given for the enclosure from the total postage; enter this difference in 23H.

      In REMARKS, mark the appropriate bullet and write "Fourth-class Bound Printed Matter enclosed" and the postage given for the enclosure.

   b. Record a Fourth-class Bound Printed Matter piece with a Special Fourth-class enclosure as follows:

      Question 21: Employee Is Handling -- "Piece".

      Question 22: Shape -- "IPP Machinable" or "Parcel Machinable", depending on the weight.

Question 23A: Indicia -- as appropriate.

Question 23B: Class of Mail -- Fourth-class Bound Printed Matter.

Question 23C, 23E, 23F, and 23G: Markings --as appropriate.

Question 23H: Subtract the postage given for the enclosure from the total postage on the piece; enter this difference in 23H. In REMARKS, mark the bullet and write "Special Fourth-class enclosed" and the postage given for the enclosure.

2. If the Combined Mailing is not a single piece, record it as follows:

Question 21: Employee Is Handling -- as appropriate.

Either Question 22 or Question 24 (depending on whether it is an Identical Mailing or, if not Identical, whether the top piece rule applies): as appropriate.

Question 22: See above.

Question 24A: Shape -- Mark "IPP Machinable" or "Parcels Machinable", as appropriate.

Question 24B: Categories of Mail -- Mark as appropriate, recording combined mailings according to the class/subclass of the host piece.

In REMARKS, indicate the presence of special fourth-class with fourth-class bound printed matter enclosed -- and/or fourth-class bound printed matter with special fourth-class enclosed.

3. If the Pieces are Forwarded or Returned Combined Mailings record them as follows:

Combined special fourth-class and bound printed matter mailings being forwarded or returned should be traveling as "Fourth-class Zone Rate Parcel Post".

Question 23A - 23C: Mark as indicated on the package.

Question 23D: Ancillary/Supplemental Services -- Mark "Return to Sender" or "Forward", as appropriate.

Question 23G: Weight -- Record the weight of the piece.

Question 23H: Postage is recorded in 23H when the piece is being forwarded locally.

Question 23I: Postage for a returned or forwarded combined mailing should equal the fourth-class zone rate appropriate for the weight indicated in 23G.

If the Postage on the piece is not correct for a piece traveling at fourth-class zone rate, and having the weight given in 23G, mark Question 23I: "Postage Due/Overpaid" and determine and record the amount due/overpaid.

k. Fourth-class Library Rate is marked for Fourth-class mailable matter which is marked "Library Rate." These include books, printed music, periodicals, sound recordings, and other such items mailed at the library rate, and must show the name of a school, college, university, public library, museum, other such organization, nonprofit group, or labor or fraternal organization in the address or return address.

NOTE: If a piece is marked both "Special Fourth-class" and "Library Rate", record the piece under "Special Fourth-class".

l. Mailgram is marked for First-Class Mail matter which bears the indicia "Mailgram".

m. Express Mail provides a highly reliable service and is given the highest priority in handling. It is easy to identify by its label. Types of Domestic Express Mail are: custom designed same day airport; post office to post office; and post office to addressee. Record only domestic Express Mail here. U.S. Origin International Express Mail is recorded in 23B, U.S. Origin International Mail. Foreign origin International Express Mail is recorded in 23A, Foreign.

Express Mail drop shipment service is identified by the TAG 157 which is placed over the Express Mail EP-13 envelope. When an employee, at the time of the reading, is handling an Express Mail drop shipment, mark: Question 21: Pouch, Non-Identical Mailing, top piece rule cannot be applied; 24A, Parcels Outside; 24B, Express Mail; REMARKS, Tag 157.

Exception: When the Express Mail drop shipment pouch is being opened at the destination post office, for distribution, it will be treated as an ordinary pouch of mail. At that point, the mail inside the pouch should be identified according to the rules of the In-Office Cost System.

n. U.S. Origin International Mail is marked to indicate that the piece of mail originates in the U.S. and is destined for a foreign country. This includes U.S. Origin International mail receiving Express Mail service. Complete 23E after completing 23C and D if applicable.

354. Question 23C - Markings/Endorsements (Mark one or more). You record markings on the mail for which there is a category, regardless of whether they are proper or improper markings. Some of the secondary markings on the piece of mail may be difficult to spot. They appear as a part of or immediately adjacent to the permit imprint, meter stamps, or precancelled stamps. Alternatively, they may be located in the address area or the lines either immediately above the address or two lines above the address in the indicia, and may not be clearly visible. Carefully examine the entire piece of mail and identify all secondary markings. Secondary markings on Foreign Origin Mail and U.S. Origin International, as well as on Domestic mail piece, are recorded in 23C.

Do not record Markings/Endorsements unless they are actually on the mail. Do not make assumptions; the Markings/Endorsements must be present.

355. Markings listed in Question 23C are as follows:

a. ZIP+4 applies only to mail receiving a discount for either ZIP + 4 presorting or ZIP + 4 addressing. Mark this bullet only when the endorsement "ZIP + 4" or "ZIP + 4 Presort" appears on the piece. Note that for "ZIP + 4 Presort", mark both "ZIP + 4" and "Presorted" (see b., below).

b. ZIP + 4 Barcoded notation can be found on First and third-class mail. Mark this bullet only when the endorsement "ZIP + 4 Barcoded" appears on the piece.

c. Presorted notation can be found on First, Third and Fourth-class mail paid at presorted rates.

d. Carrier Route/CAR-RT SORT notation can be found on First-class mail, third-class mail and bound printed matter. It is a required marking on mail paid at the Carrier Route rate. Occasionally, third-class mail will be marked "Carrier Route Presort/Presorted"; if so, mark both Carrier Route/CAR-RT and Presorted.

These next endorsements can be found in the indicia and/or in the address label.

e. Bulk Rate notation can be found on third and fourth class mail paid at the bulk rate.

f. Non-profit notation can be found on third- and fourth-class mail and is a required marking on mail paid at the non-profit rate.

g. Printed Matter notation may be found on articles mailed at the third-class rate which are not actually marked third-class. Government mailers, such as the Public Documents Center in Pueblo, CO, sometimes use the marking. It may also be found on fourth-class mail.

h. Business Reply must be marked if the words Business Reply are printed on a piece of First-Class or Priority Mail. Mark the indicia as "Permit Imprint (Private)" or "Permit Imprint (Official Mail)" for Business Reply mail even if the piece also carries postage stamps.

356. Special Service Endorsements in Question 23C are:

a. Registered.

b. Special Delivery.

c. Special Handling.

d. Certified.

e. C.O.D. This marking stands for Collect on Delivery.

f. Return Receipt is marked for return receipt with special services and/or return receipt for merchandise service.

g. Insured is marked if the piece carries Postal insurance. You must determine whether a number is part of the insured endorsement and, if so, mark Numbered in 23C. If the mail piece carries an insured endorsement but is not numbered, mark unnumbered.

357. Question 23D -- Ancillary/Supplemental Mail Services is recorded only when the piece of mail is receiving one of the services listed below.

a. Form 3811 Unattached is a return receipt card for registered, insured and certified mail. Mark this category only when the card is in the mailstream and not attached to a host piece.

b. Form 3811-A Unattached is a request for return receipt (after mailing) card. Again, mark this when the card is not attached to a host piece.

c. Form 3547/3579 is marked when the employee is handling a Form 3547 or a mailpiece with a Form 3579 attached. A Form 3547 is a "Notice to Mailer of Correction in Address." A Form 3579 is for Undeliverable Second-, Third-, or Fourth-class matter.

   If Forms 3579 are being placed in an envelope endorsed "Forms 3579" and the indicia is Postal Service, mark Postal Service in 23A; and First-Class or Priority, as appropriate, in 23B.

d. Address Correction On Piece ("Fee = 30c") (In Lieu of Forms 3547/3579) is marked if the piece of mail is being returned to the mailer with the addressee's new address written on the piece. The address correction fee will be charged for this service.

e. Address correction will be provided without charge to any mail piece which is being returned to sender. This applies only to on-piece corrections (refer to Domestic Mail Manual 159.311.) To answer Question 23D properly, you must:

   (1) Check to see whether an address correction is present on a piece of mail being returned to sender.

(2) If Yes, is there a marking which says, "fee = 30 cents"?

(3) If Yes, mark 23D as follows:

o Address correction on piece.

(4) If no fee is indicated or the fee is other than 30 cents), mark 23D as follows:

o Return to sender.

f. Return to Sender is marked if the mail piece is being returned to the sender.

g. Forwarded is marked for mail on which the original address has been crossed out, a new delivery address has been supplied, and the mail is, in fact, being forwarded.

358. Follow the appropriate instructions below if an employee is handling a piece of domestic, U.S. Origin, or foreign origin mail which is being forwarded or returned.

a. Domestic Origin and Destination Mail Being Forwarded or Returned.

(1) Mark 23A -- Indicia, according to the markings on the piece.

(2) Mark 23B -- Class of Mail, according to the class which the mail is being forwarded or returned. (BMC's may mark the original class of the piece).

(3) In 23C, mark any special service(s) endorsements appearing on the piece of mail.

(4) Mark 23D "Return to Sender" or "Forwarded", and any other services, as applicable.

(5) Mark 23G through L, as applicable.

(6) In 23M, the forwarding or returning office becomes the office of origin. Mark "Domestic" as the origin, how the origin was determined, and the ZIP Code of the forwarding or returning office. If the forwarding or returning office is unknown, mark "Domestic" and then "Unknown" under Origin Determined From.

(7) Mark the destination in Question 23N. Mark the ZIP Code if the destination is domestic. Zero fill the first five columns if the ZIP Code cannot be determined.

b. <u>U.S. Origin International Mail Being Forwarded or Returned</u>.

(1) Mark 23A -- Indicia, according to the markings on the piece.

(2) Mark any special services in 23C.

(3) Mark "Return to Sender" and any other applicable services in 23D.

(4) Mark the class of mail in 23E.

(5) Mark 23G thru L, as applicable.

(6) In 23M, the forwarding or returning office becomes the office of origin. Mark "Foreign" in 23M if the forwarding or returning office is in a foreign country. If the piece of mail is being returned before it leaves the U.S., mark "Domestic", how the ZIP Code of the returning office was determined, and the ZIP Code in 23M. If the ZIP Code of the returning office is not known, mark "Unknown" under Origin Determined From.

(7) Mark "Domestic" as the destination in 23N and enter the destination ZIP Code. If the destination ZIP Code is not known, zero fill the first five ZIP Code columns.

c. Foreign Origin Mail Being Forwarded or Returned.

(1) Mark "Foreign" in 23A -- Indicia.

(2) In 23C, mark any special service(s) endorsements.

(3) Mark 23D "Return to Sender" or "Forwarded", and any other services, as applicable.

(4) Mark the class of mail in 23F and the weight of the piece in 23G.

(5) In 23M, the forwarding or returning office is the office of origin. The origin will be "Domestic" for both forwarded and returned foreign mail. Mark Origin Determined From and the ZIP Code. Mark "Unknown" under Origin Determined From if the ZIP Code of the forwarding or returning office cannot be determined.

(6) Returned Foreign Origin Mail must be marked "Foreign" in 23N if the mail is being returned. ("Return to sender" is marked in 23D.)

(7) Forwarded Foreign Origin Mail must be marked "Foreign" in 23N if the mail is being forwarded to a foreign country.

If the mail is being forwarded to a domestic location, mark "Domestic in 23N, and mark the ZIP Code. Zero fill the first five columns if the ZIP Code cannot be determined.

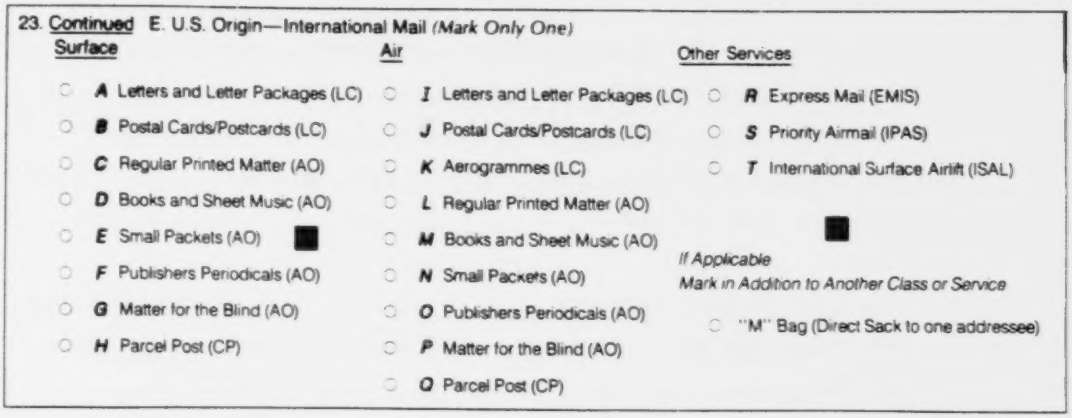
XVII. INTERNATIONAL MAIL AND WEIGHT AND REVENUE

QUESTIONS 23E THROUGH 23I

CONTENT REVIEW

- How to identify the classes of U.S. Origin - International Mail
- How to identify the classes of Foreign Origin Mail
- How to determine the weight of a piece of mail
- How to determine total revenue on a piece of mail
- How to determine "postage due" and "overpaid" mail

359. Question 23E - U.S. Origin -- International Mail



23. Continued E. U.S. Origin—International Mail *(Mark Only One)*

Surface	Air	Other Services
○ **A** Letters and Letter Packages (LC)	○ **I** Letters and Letter Packages (LC)	○ **R** Express Mail (EMIS)
○ **B** Postal Cards/Postcards (LC)	○ **J** Postal Cards/Postcards (LC)	○ **S** Priority Airmail (IPAS)
○ **C** Regular Printed Matter (AO)	○ **K** Aerogrammes (LC)	○ **T** International Surface Airlift (ISAL)
○ **D** Books and Sheet Music (AO)	○ **L** Regular Printed Matter (AO)	
○ **E** Small Packets (AO) ■	○ **M** Books and Sheet Music (AO)	■
○ **F** Publishers Periodicals (AO)	○ **N** Small Packets (AO)	*If Applicable* *Mark in Addition to Another Class or Service*
○ **G** Matter for the Blind (AO)	○ **O** Publishers Periodicals (AO)	○ "M" Bag (Direct Sack to one addressee)
○ **H** Parcel Post (CP)	○ **P** Matter for the Blind (AO)	
	○ **Q** Parcel Post (CP)	

If you determine that the piece of mail is "U.S. Origin-International", that is, the mail originates in the U.S. and is destined for a foreign country, complete 23E after completing 23A, 23B, 23C and D (if applicable).

360. Question 23E is separated into three groups: Surface, Air and Other Services. Airmail articles will generally have the words "PAR AVION" marked in blue on the left side of the front of the article or will have Label 19, Airmail-Par Avion, attached to the article.

361. There are two categories of international mail: Postal Union Mail and Parcel Post. Postal Union mail includes the following classes: LC, an abbreviation of the French words Lettres et Cartes (letters and cards), and AO (other articles). LC mail includes three subclasses: letters and letter packages, aerogrammes, and postal/post cards. AO mail includes five subclasses: regular printed matter, books and sheet music, small packets, publishers periodicals, and matter for the blind.

a. The following classes are found in the Surface and Air classes of International Mail. Their subclass is indicated by "LC" or "AO".

(1) Letters and Letter Packages (LC) refer to mail containing personal communications having the character of current correspondence paid at the letter rate of postage.

(2) Aerogrammes (LC) are air letter sheets which can be folded into the form of an envelope and sealed. Aerogrammes sold by the Postal Service have the postage imprinted; however, private aerogrammes have the postage affixed. Aerogrammes to Canada and Mexico bear letter rate postage.

(3) Postal Cards/Postcards (LC) consist of single cards sent without a wrapper or envelope. Folded (double) cards must be mailed in envelopes at the letter rate of postage.

NOTE: All U.S. origin LC mail to Canada and Mexico is to be recorded as airmail.

(4) Regular Printed Matter (AO) includes all printed matter other than books, sheet music, and publishers' periodicals. Printed matter means paper on which words, letters, characters, figures, or images, or any combination of these are reproduced by any process other than handwriting or typewriting. Printed matter does not have the character of a bill, statement of account, or personal correspondence.

(5) Books and Sheet Music (AO). Books must have eight or more printed pages, and consist wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations. Books do not contain advertising matter other than incidental announcements of books, in the form of book pages and other enclosures permissible under the provisions of DMM 724.3. This category also includes printed sheet music.

(6) Small Packets (AO) are a means for sending small quantities of merchandise, commercial samples, or documents that do not have the character of current and personal correspondence. Phonograph records, sound tapes and cassettes, video tapes and cassettes, video discs, motion picture film, automatic data processing cards, magnetic tapes, and similar items may be mailed as small packets, whether or not they have the character of correspondence.

(7) Publishers Periodicals (AO) are domestically approved second-class publications, as described in DMM, Chapter 4.

NOTE: For International Publishers Periodicals, do not complete 23J through L.

(8) Matter for the Blind (AO) consists of books, periodicals, and other matter impressed in Braille or other special type for the use of the blind. Plates for embossing literature for the blind are included in this category. And so are discs, tapes, or wires bearing voice recordings, and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind.

(9) Parcel Post (CP) resembles domestic zone-rated fourth-class mail. Merchandise is permitted, but written communications having the nature of current and personal correspondence are not permitted.

b. Question 23E -- Other Services is divided into three services that are available for international mail.

(1) Express Mail International Service (EMIS) is a high-speed service available to certain countries. It includes both custom designed and on-demand service. Each piece of custom designed bears Label 155; on-demand bears Label 11B.

(2) International Priority Airmail Service (IPAS) is faster than regular international airmail service, and is available to bulk mailers of all LC and AO items.

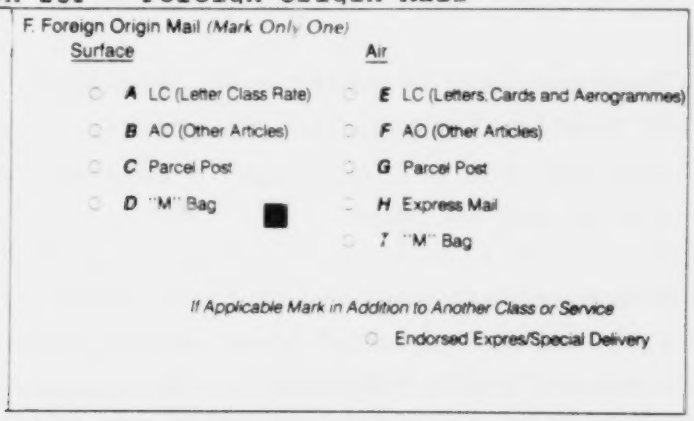
(3) International Surface Airlift (ISAL) is a shipping method which provides expedited dispatch and transportation for all types of printed matter, including regular printed matter, books and sheet music, and publishers periodicals. ISAL should be marked as a piece in Question 21, as an outside parcel in Question 22, and as applicable in Question 23.

c. "M" Bag (Direct sacks of printed matter to one addressee).

Mailers who wish to send printed matter to a single addressee in another country may make up a special direct sack, an "M" Bag. Tag 158, "M" Bag address Tag, is affixed to each sack. M Bags should be marked as a piece in Question 21, as an outside parcel in Question 22, and as applicable in Question 23.

NOTE: "M" Bag should not be marked unless it is in conjunction with another service.

362. Question 23F - Foreign Origin Mail


F. Foreign Origin Mail (Mark Only One)
Surface
A LC (Letter Class Rate)
B AO (Other Articles)
C Parcel Post
D "M" Bag
Air
E LC (Letters, Cards and Aerogrammes)
F AO (Other Articles)
G Parcel Post
H Express Mail
I "M" Bag
If Applicable Mark in Addition to Another Class or Service
Endorsed Expres/Special Delivery

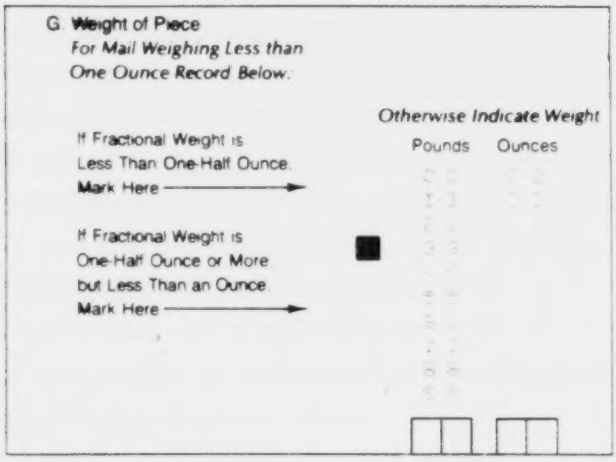
If you determine that the piece of mail is of "Foreign Origin" (mail originating outside of the U.S.), complete 23F after completing 23A -- Indicia; 23C -- (Markings/Endorsements); and 23D -- (Ancillary/ Supplemental Mail Services), if applicable. Foreign Origin Mail may receive processing for delivery within the U.S. or to another foreign country.

363. The classes of Foreign Origin Mail are the two classes of Universal Postal Union mail, LC and AO, and the class Parcel Post. Also included are Express Mail, "M" Bag, and Special Delivery service.

NOTE: For foreign origin mail, "M" Bag is not to be marked in conjunction with another class.

Expres/Special Delivery is to be marked only in conjunction with another class or service. "Expres" is an endorsement indicating Special Delivery Service while "Express Mail" is a separate and distinct service.

364. Question 23G - Weight of Piece


G. Weight of Piece
For Mail Weighing Less than One Ounce Record Below.
Otherwise Indicate Weight
Pounds
Ounces
If Fractional Weight is Less Than One-Half Ounce. Mark Here
If Fractional Weight is One-Half Ounce or More but Less Than an Ounce. Mark Here

You must weigh the mail before completing 23G. Use an ounce scale on all letters, flats, and IPP's, even if the mail must be taken to a window to get it weighed. For mail weighing more than one ounce, round all fractions of ounces to the next full ounce (this is how postage is charged).

365. If the mail piece weighs less than one-half ounce, mark the appropriate bullet in 23G.

366. If the mail piece weighs more than one-half ounce and less than one ounce, mark the appropriate bullet.

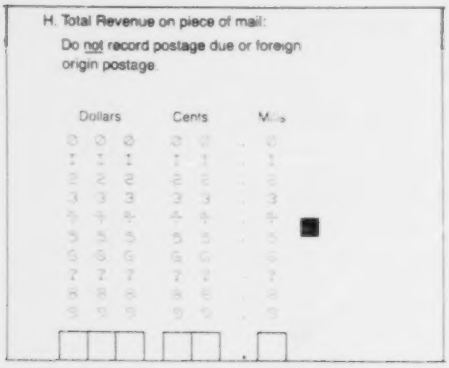
367. If the piece weighs an ounce or more, record its weight in pounds and ounces and round all fractions of ounces. Mark all leading and trailing zero.

Example 1: A mail piece weighs one pound and 2-1/4 ounces. In 23G, under "Pounds", fill in the zero circle under the first column and darken the one in the second column. Under "Ounces", fill in the zero in the first column and the three in the second (rounding 2-1/4 to 3 ounces).

If the piece weighed 1 pound 2-3/4 ounces "03" would still be recorded under "ounces".

Example 2: For a parcel weighing 11 pounds, fill in ones in the first and second columns under "pounds" and zeroes in the columns under "ounces".

368. Question 23H - Total Revenue



Complete this question only if postage is shown on the mail piece. The amount will be indicated by stamps, metered indicia, or postage shown in the permit imprint or computerized postage labels. The total revenue on the mail piece must be recorded in Question 23H, including fees for special services. Do not include "Postage Due" and "Foreign Postage" in Total Revenue. Do not zero fill 23H for permit mail.

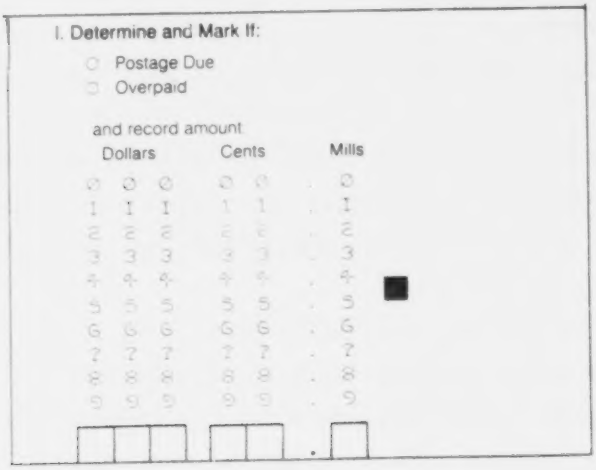
369. Canadian and Mexican postage is of foreign origin and should not be marked in 23H.

370. In the first three columns in 23H, record dollars, in the next two columns, cents, and in the right-most column, mills (tenths of a cent). Fill in all leading and trailing zeroes.

Example 1: If the total revenue on a piece is $13.28, mark 013 under dollars, 28 under cents, and zero under mills.

Example 2: If the revenue of the piece is 10.9 cents, mark all zeroes under dollars, 10 under cents, and 9 in the mills column.

371. Question 23I - Postage Due and Overpaid



If the piece of mail is marked "Postage Due" or you have determined that the piece of mail is "Short Paid" (Postage Due) or "Overpaid", mark the appropriate bullet and enter the amount "Due" or "Overpaid". Again, mark all leading and trailing zeroes. Also note that postage due should be ignored on foreign origin mail.

372. If you determine that the piece of mail is short paid, take the mail piece to the postage due unit after completing Question 23I.

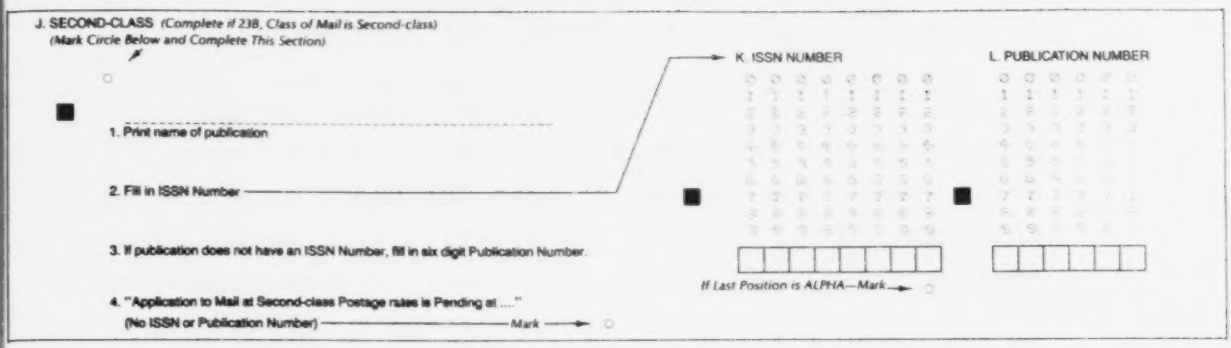
XVIII. SECOND-CLASS PUBLISHER'S PERIODICALS AND ZIP CODES

QUESTIONS 23J THROUGH 23N

CONTENT REVIEW

- How to identify and mark the ISSN or USPS Publication Number for Second-class mail
- How to determine the origin ZIP Code for a mail piece
- How to determine the destination ZIP Code for a piece of mail

373. Question 23J-L Second-Class.


J. SECOND-CLASS (Complete if 23B, Class of Mail is Second-class)
(Mark Circle Below and Complete This Section)
K. ISSN NUMBER
L. PUBLICATION NUMBER
1. Print name of publication
2. Fill in ISSN Number
3. If publication does not have an ISSN Number, fill in six digit Publication Number.
If Last Position is ALPHA—Mark
4. "Application to Mail at Second-class Postage rates is Pending at ...."
(No ISSN or Publication Number)
Mark

Answer these questions only if the piece of mail that the employee is handling is a Second-class publication with postage paid at subscriber's rate. A Second-class publisher's periodical generally will not have an indicia. Instead of an indicia, it may have the statement, "Second-Class Postage Paid at 'Name of City'" in the upper right corner of the address side of the piece.

374. If the piece of mail is a Second-Class Publisher's Periodical:

a. Mark the bullet in the upper left corner of 23J.

b. Print the full name of the publication in the space provided.

c. Record either the "ISSN" in Question 23K or "Publication Number" in Question 23L, using FOSDIC notation.

NOTE: A combined mailing of second class (more than one publication together in a wrapper) is handled in accordance with the rules for determining the piece from which data is to be recorded (Top Piece Rule).

375. The initials ISSN stand for International Standard Series Number. The ISSN is preferred if both the ISSN and the USPS Publication Number are listed.

376. If the "ISSN" or "USPS Publication Number" is not printed on the label or wrapper of the piece, carefully remove the wrapper or take the piece from the envelope. The "ISSN" or "USPS Publication Number" can generally be found in the publisher's statement printed on the Table of Contents page, elsewhere within the first five pages of the publication, or on one of the last three editorial pages inside the back cover page in bound publications. Carefully replace or rewrap the piece of mail after obtaining the "ISSN" or the "USPS Publication Number".

If neither "ISSN" nor the "USPS Publication Number" can be found in the mail piece, zero fill the ISSN.

377. If the "ISSN" or "USPS Publication Number" cannot be located, the publication should contain the statement "Application to mail at Second-Class postage rates is pending at (Name of City)." If so, mark item 4 in Question 23J.

378. An "ISSN" is composed of 8 numbers or 7 numbers and a letter. If it is made up of 8 numbers, fill in the numbers, one per column, in 23K, starting from the left.

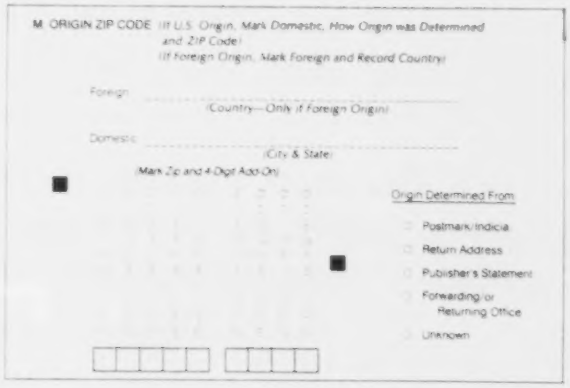
379. If the ISSN is composed of 7 numbers followed by a letter in the 8th position, the data collector will enter numerics in the first seven boxes and any letter of a combined numeric/alpha ISSN Number in the eighth box.

380. FOSDIC notation for numeric entries is for GRiD matching purposes only. If the ISSN is composed of 7 numbers followed by a letter in the 8th position, the data collector will fill in the first seven numbers, in FOSDIC notation, in the first seven columns, leaving the 8th-digit column blank. Then mark the circle to the right of the statement "If last position is ALPHA -- MARK". The alpha position represents any letter used in the combined numeric/alpha ISSN Number.

381. A "USPS Publication Number" is composed of six digits. If no ISSN is found, record the six digit Publication Number in 23L. Fill in one number per column, starting from the left.

382. Question 23M - Origin ZIP Code

Before completing this question, determine if the piece of mail is of domestic or foreign origin.



a. If the mail piece is of Foreign Origin, fill in the bullet next to "Foreign" and write in the country of origin on the line provided. If the country of origin cannot be determined, mark Foreign and write "unknown" on the line. Do not record anything under Origin Determined From or in the ZIP Code columns for foreign origin mail. Go to Question 23N to record the destination of the piece.

b. If the mail piece is of domestic origin:

(1) Fill in the bullet next to "Domestic."

(2) Write in the City and State of origin ONLY IF the Origin ZIP Code is NOT shown on the mail piece.

(3) Then mark the source from which the origin ZIP Code was determined. The postmark or indicia should be used whenever possible to identify the origin of the piece.

(4) Mark the Origin ZIP Code in FOSDIC notation. If a three- or five-digit ZIP Code is included in the postmark or indicia, record it in 23M. Even if you can obtain only a three-digit ZIP Code from the postmark/indicia, it is preferred to a five-digit ZIP Code from other sources.

If a nine-digit ZIP Code is available on the piece, record it. Otherwise, leave the last four ZIP Code digits blank.

If only the city and state appear in the indicia or postmark -- or if the information in the postmark cannot be read -- write that city and state on the line provided beside the word Domestic. Then consult Publication 65, the National ZIP Code and Post Office Directory, to obtain the first three digits of the ZIP Code in a multi-ZIP city, or the five-digit ZIP Code in a single ZIP Code city.

If you cannot determine the origin ZIP Code, or origin city and state, from the postmark or indicia, check the return address. If the address contains a ZIP Code, record it in 23M. If a street address, city and state appear in the return address, but there is no ZIP Code, record the name of the city and state after Domestic, and then use the ZIP Code Directory to obtain the origin 5-digit ZIP Code to record in the ZIP Code columns.

When recording either a three- or five-digit ZIP Code, begin entering the digits starting with the first column on the left. If you have only a three-digit ZIP Code to record, mark zeroes for the last two digits.

EXAMPLE: If you determine that the three-digit ZIP Code is 303, then enter 30300, beginning in the left-most column in 23M.

If the ZIP Code on the piece is only 5 digits, do not Zero-fill the "+4" part. Leave the last four digits blank.

383. To determine the origin ZIP Code, or city and state, for Second-Class Publishers' mailings, examine the publisher's statement, generally printed on the bottom of the Table of Contents or within the first five pages of the publication. If the ZIP Codes for several entry points are listed in the publisher's statement, choose, as the origin ZIP Code, the one where the Second-Class postage and fees were paid for the piece. If postage and fees were paid at two or more locations, record the ZIP Code for the first such location listed in the publisher's statement. Mark "Publisher's Statement" under Origin Determined From.

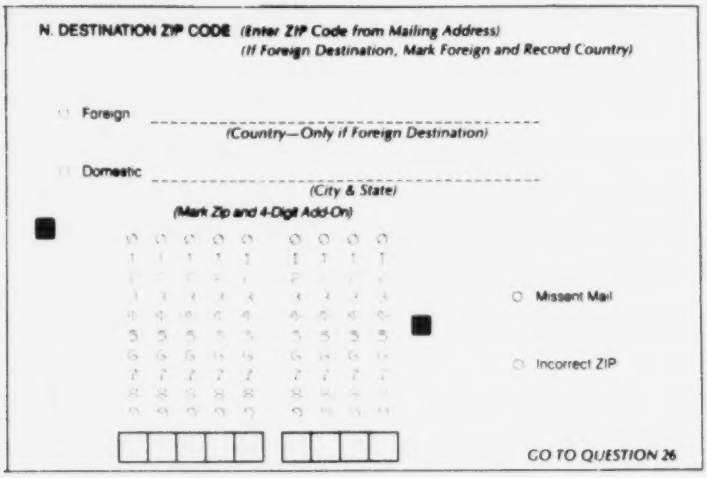
384. For mail being forwarded or returned, the origin ZIP Code is the post office where the mail was marked "to be returned to sender" or to be forwarded. When the mailpiece is coming into the central markup unit and has not received central markup service, use the original cancellation or return address as the point of origin.

When determining the origin ZIP Code for forwarded mail, keep in mind that the office of origin for a mail piece being sent to a central markup unit (CMU), possibly located at another office, is the office where the CMU is located. Use as the origin ZIP Code, the ZIP of the CMU office, regardless of whether the piece is at or is just being sent from another office to the CMU. Mark Forwarding or Returning Office under Origin Determined From.

385. If you cannot determine the origin city, state, or ZIP Code from the postmark of indicia, return address, publisher's statement, or forwarding or returning office, record "Unknown" under Origin Determined From.

386. The Origin ZIP Code for an Express Mail drop shipment is the ZIP Code of the office where the drop shipment originated.

387. Question 23N - Destination ZIP Code


N. DESTINATION ZIP CODE (Enter ZIP Code from Mailing Address)
(If Foreign Destination, Mark Foreign and Record Country)
Foreign
(Country—Only if Foreign Destination)
Domestic
(City & State)
(Mark Zip and 4-Digit Add-On)
Missent Mail
Incorrect ZIP
GO TO QUESTION 26

a. If the piece of mail the employee is handling is destined for a foreign country, mark the circle next to "Foreign" and write in the country of destination on the line provided. If the name of the country to which the piece is going cannot be determined, just mark Foreign and write "Unknown" on the line provided for the country name.

b. If the mail piece is going to a domestic destination:

(1) Mark the circle next to Domestic.

(2) Write in the city and state of destination, ONLY if the destination ZIP Code is not shown on the mail piece.

(3) Mark the destination five-digit ZIP Code in FOSDIC notation. The destination ZIP Code should be available directly from the address.

(4) If the destination ZIP Code is not on the piece, not readable, or is incomplete, record the city and state in the space provided next to the word Domestic. Then look up the destination five-digit ZIP Code in the National ZIP Code and Post Office Directory.

(5) If the nine-digit ZIP Code is available, record it. Otherwise, leave the last four columns blank.

(6) If the ZIP Code on the piece is only 5 digits do not zero-fill the "+4" part. Leave the last four digits blank.

388. When determining the destination ZIP Code to mark in 23N, if the destination office is unknown, mark Domestic and place zeros in the first five columns for the ZIP Code. If the reading is being taken on the piece of mail taken from the source of supply at a CMU station, wait and obtain the destination five-digit ZIP Code for the piece after it has been keyed and a label printed.

For an Express Mail drop shipment, its Origin ZIP Code is that of the office where the drop shipment originated. The Destination ZIP Code is the office where the drop shipment is destined.

389. Missent Mail is marked if the mail piece was misdirected. This situation can result in an apparent inconsistency between work location and basic function.

390. Incorrect ZIP must be marked if the first three digits of the ZIP Code recorded in 23N are known to be incorrect for the city of destination.

391. If you mark 23N - Destination ZIP Code, you are directed to Question 26.

XIX. MIXED MAIL, SPECIAL SERVICE, BASIC FUNCTION, AND REMARKS

QUESTIONS 24 THROUGH 26

CONTENT REVIEW

- When to complete the mixed mail section of the form
- How to determine the shapes and mail in a sack, container
- When to mark a special service(s) in Question 25
- How to determine Basic Function (Question 26) when an employee is:

  handling mail

  not handling mail

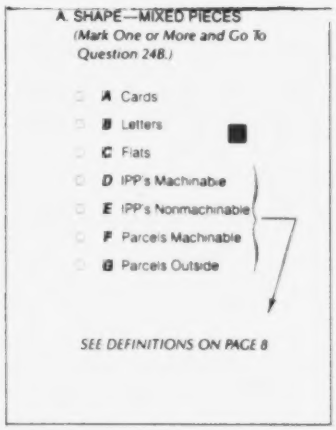
  on break
- How and when to complete the Remarks Section

392. Question 24 - Mixed Pieces is marked only when the employee being read is handling a quantity of mail and the "Top Piece Rule" cannot be applied to select a single piece. You have been directed to Question 24 from Question 21.

When the employee is handling a sack or other container, examine the contents of the container(s) or sack(s), if possible, to accurately determine the shapes and classes of mail being handled.

Then answer Question 24, recording shapes in Part A and classes of mail in Part B.

393. Question 24A - Shape - Mixed Pieces.



One or more shapes can be marked in 24A. Examine all the mail the employee is handling and mark the appropriate shapes as follows:

a. Cards includes postal cards, private mailing cards, USPS forms, other agency cards, oversized cards, or detached address cards.

b. Letters is marked if the mail is cased in a letter case.

c. Flats refers to pieces of mail which would be cased in a flat case. Flats are often in kraft or manila envelopes.

d. IPP's machinable.

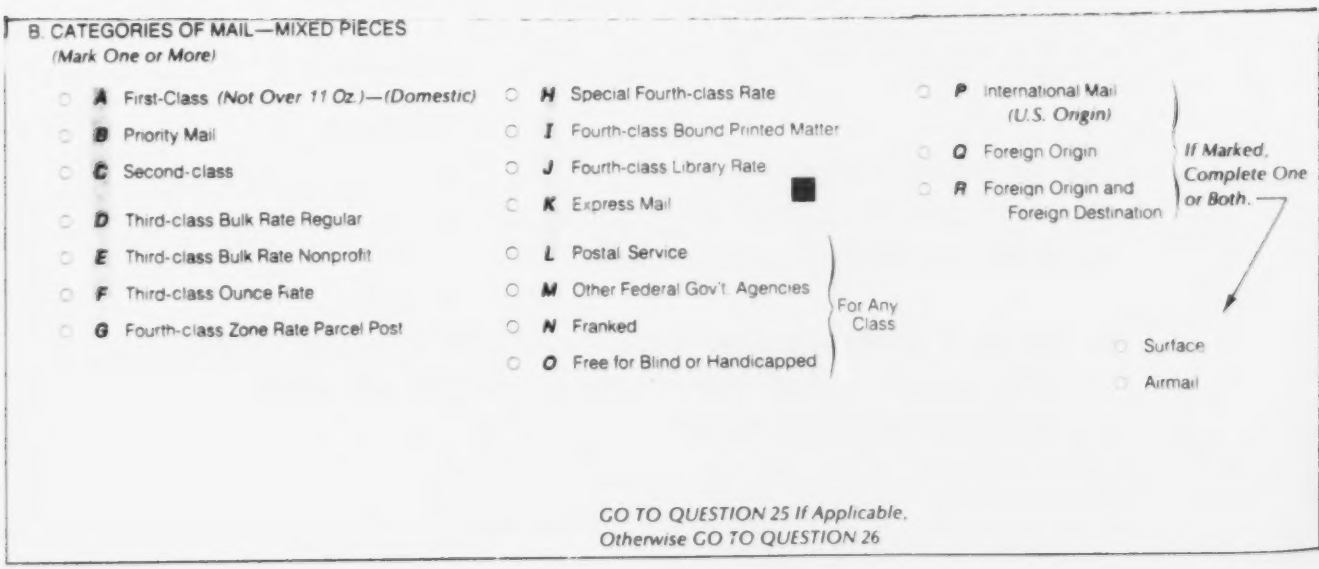
e. IPP's Non-machinable includes keys and identification items.

f. Parcels Machinable.

g. Parcels Outside.

Definitions of machinable and non-machinable IPP's and parcels are found on page 8 of Form 2600.

394. After determining the shapes of the mail being handled by the employee, you must then determine the classes of that mail and record them in 24B.


B. CATEGORIES OF MAIL—MIXED PIECES
(Mark One or More)
A First-Class (Not Over 11 Oz.)—(Domestic)
B Priority Mail
C Second-class
D Third-class Bulk Rate Regular
E Third-class Bulk Rate Nonprofit
F Third-class Ounce Rate
G Fourth-class Zone Rate Parcel Post
H Special Fourth-class Rate
I Fourth-class Bound Printed Matter
J Fourth-class Library Rate
K Express Mail
L Postal Service
M Other Federal Gov't. Agencies
N Franked
O Free for Blind or Handicapped
For Any Class
P International Mail (U.S. Origin)
Q Foreign Origin
R Foreign Origin and Foreign Destination
If Marked, Complete One or Both.
Surface
Airmail
GO TO QUESTION 25 If Applicable, Otherwise GO TO QUESTION 26

The categories in 24B which may be marked are:

a. First-Class (Not Over 11 oz.) - Domestic

b. Priority Mail

c. Second-class

d. Third-class Bulk Rate Regular (includes Presort)

e. Third-class Bulk Rate Nonprofit (includes Presort)

f. Third-class Ounce Rate

g. Fourth-class Zone Rate Parcel Post

h. Special Fourth-class Rate

i. Fourth-class Bound Printed Matter

j. Fourth-class Library Rate

k. Express Mail

l. Postal Service

m. Other Federal Government Agencies

n. Franked

o. Free for Blind or Handicapped

p. International Mail (U.S. Origin) must be marked when appropriate, and Surface and/or Airmail must also be marked.

q. Foreign Origin must be marked when appropriate, and Surface and/or Airmail must also be marked.

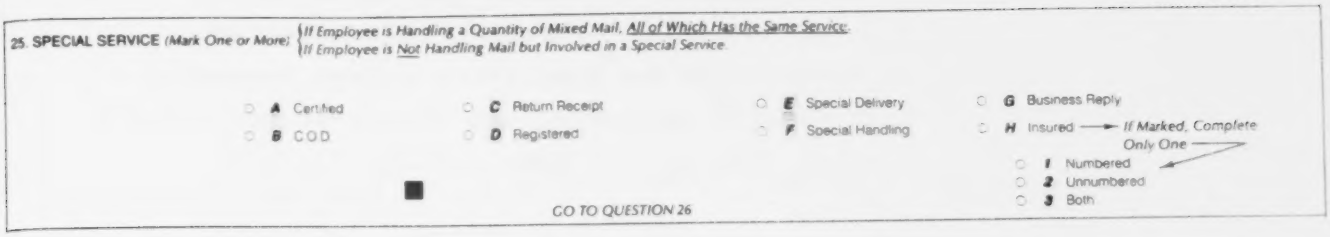
r. Foreign Origin and Foreign Destination must be marked when appropriate, and Surface and/or Airmail must also be marked.

In 24B, Postal Service, Other Federal Government Agencies, Franked Mail, Free for Blind or Handicapped, and International Mail (U.S. Origin) are really indicia categories. If the employee is handling mail with one of these indicia, mark the appropriate category. Do not mark a class for the piece(s) of mail.

Example: If the employee is handling First-Class Postal Service mail, mark only Postal Service in 24B. Do not mark First-Class.

395. If the employee is handling a locked sack or a container that cannot be opened for examination, such as a registered pouch, provide the best description possible of the contents of the container. Then describe, in the REMARKS Section, the type of container, the label information, and any special service(s) the mail in the sack contains (IF it can be determined that all the mail in the sack contains the same special service).

396. Question 25 - Special Service


25. SPECIAL SERVICE (Mark One or More)
If Employee is Handling a Quantity of Mixed Mail, All of Which Has the Same Service:
If Employee is Not Handling Mail but Involved in a Special Service.
A Certified
B COD
C Return Receipt
D Registered
E Special Delivery
F Special Handling
G Business Reply
H Insured
If Marked, Complete Only One
1 Numbered
2 Unnumbered
3 Both
GO TO QUESTION 26

If 24A and 24B are answered and the mail pieces the employee is handling all have the same special service(s), answer Question 25, Special Service. Otherwise, go to Question 26 from 24B.

Example: If the employee is handling a sack and all of the pieces in the sack are marked Special Delivery, answer Question 25, Special Delivery. If, however, some of the pieces are Special Delivery and some Certified, do not mark any Special Service in Question 25. Further, if all pieces are Special Delivery and some of them are also Certified, mark Special Delivery, since all pieces have that service.

397. You are also directed to Question 25 from Questions 17 or 20 if the "Employee is not handling mail but involved in a special service." Record the applicable special service(s) in Question 25.

Example: If you are reading a carrier or clerk in a special delivery section, the employee may not be handling mail. Instead, this selected employee might be completing a form connected with Special Delivery. In this instance, mark Special Delivery in Question 25.

If more than one special service applies, either to the mail or the employee's activity, make certain to mark all that are appropriate.

398. The special services listed in Question 25 are:

a. Certified
b. C.O.D. (stands for Collect on Delivery)
c. Return Receipt
d. Registered
e. Special Delivery
f. Special Handling
g. Business Reply must be marked when the employee is preparing billings, checking Business Reply customer accounts or performing other activities directly related to the Business Reply Mail Accounting System (BRMAS) program.
h. Insured must be marked when appropriate. Also mark only one of the following: Numbered, Unnumbered, or Both.

399. Question 26 - Basic Function.

As you can see, the four basic functions are Outgoing, Incoming, Transit, and Other.

400. How you determine Basic Function depends on whether the employee being read is handling mail, not handling mail or on break at the time of the reading. Rules for determining Basic Function when handling mail are provided on Page 8 of the Form 2600.

401. The Basic Function Incoming is marked when the activity of a city carrier is Break/Personal Needs. Basic Function Other is marked for the remaining crafts when their activity is Break/Personal Needs.

402. If the employee is not handling mail, the Basic Function is determined from the operation in which she is working at the time of the reading.

403. a. If the employee is working in an outgoing operation, the Basic Function is Outgoing.

b. If the employee is working in an incoming operation, the Basic Function is Incoming.

c. If the employee is working in a combined incoming and outgoing operation, mark the Basic Function of the predominant operation being performed at the time of the reading.

d. If the employee is working in a platform operation and is handling mail in a dock transfer operation, that is, mail coming in from an AMP facility that will be shipped to another AMP facility, mark Basic Function Transit.

e. Mark Basic Function Other when the employee is working in a section or operation that does not involve mail and the Basic Functions Outgoing, Incoming and Transit do not apply.

404. When the employee is handling mail, determine the Basic Function from the mail the employee is handling and the operation in which the mail is being worked.

a. To determine Basic Function properly, you must think in terms of the mail being processed at an Area Mail Processing (AMP) Center. An AMP facility processes and dispatches both incoming and outgoing mail for its service area, including local mail and mail for its associate offices. Think of the entire area served by an AMP facility as a single unit when determining Basic Function.

b. An independent office which is not served by an AMP Center and which processes and distributes its own mail should be treated, for the purpose of determining Basic Function, as an AMP.

405. If the mail originates within the area served by the AMP center where the reading is taken and it will be delivered within the area served by the same AMP Center, the Basic Function is Outgoing until the mail has been processed through the outgoing operation. After mail has been processed through the outgoing operation, the Basic Function is Incoming.

Example: A piece of mail originated and will be delivered within the AMP area. The piece is receiving a first sort as part of a combined outgoing and incoming LSM operation. If you obtain the piece before or as it is being keyed on the LSM, the Basic Function is Outgoing. When the piece is being pulled down behind the LSM after keying, the Basic Function is Incoming.

406. If the mail originated within the area served by the AMP Center where the reading is taken and it will be delivered in an area served by another AMP Center, the Basic Function is always Outgoing.

407. If the mail originated in an area served by another AMP Center and it will be delivered within the service area of the AMP Center where the reading is taken, the Basic Function is Incoming.

408. If the mail originated in an area served by another AMP Center and it is to be delivered in an AMP Center other than the AMP Center where the reading is taken, then the Basic Function is Transit.

NOTE: The Basic Function for APO and FPO mail that has progressed beyond the outgoing basic function is transit.

409. Mark The Basic Function Other when the employee's work cannot be identified with the Basic Functions Outgoing, Incoming, and Transit. This would include work on revenue and cost analysis, work measurement records, and so forth.

410. For purposes of the In-Office Cost System, mail forwarded or returned is considered as originating in the forwarding or returning office.

411. When a postmarked mail piece destined for the AMP where the reading is taken is found in the mail stream before or during keying on the LSM (first sort), the piece is considered Outgoing. It does not become incoming until during or after it has been dispatched from the LSM.

412. The Basic Functions for infrequently occurring activities are as follows:

a. Inquiry work is marked Other.

When you are directed to the REMARKS section, mark the Remarks circle and provide as much information as you can about the employee's work activity.

b. Dead Letter Service is marked Other.

c. Correcting Mailing Lists is marked Outgoing.

d. Central Mail Markup is marked Outgoing.

The Basic Function is determined by the operation for the following activities.

a. Nixie or postage due work is marked in the Basic Function according to the work performed.

b. Setting up, adjusting, or putting away handstamps and similar supplies must be marked in the Basic Function that best fits the work for which the supplies are used.

c. Clocking In/Clocking Out as a Basic Function, is determined by the operation the employee is going to or coming from.

d. Activities involving APO and FPO mail is determined by progression beyond the outgoing basic function as described in Paragraph 406. If the mail has progressed beyond the outgoing basic function then record as transit.

413. Remarks. This section permits you to give additional information about the activity of the selected employee at the time of the reading.

414. If clarification of any part of this survey is required, mark the remarks circle and explain. Avoid using abbreviations or one- or two-word explanations. Always refer to the particular section or question(s) on Form 2600 for which an explanation or comment is being provided.

415. Several of the questions on Form 2600 direct you to this section so you can provide a written narrative of the employee's activity. When you are directed to REMARKS in Question 15D, 15G, 16B, 16F, 18B, 18D, 18E, 18F, or 18G, you MUST return to the question that directed you to REMARKS and continue to complete the form through Question 26.

XX. BULK MAIL CENTERS

416. The instructions for completing Form 2600 also apply to Bulk Mail Centers. The following exhibit relates activities performed at BMCs by clerks and mailhandlers to IOCS activities shown in Question 18, when the employee being read is performing one of the BMC activities listed in the left column.

BMC/IOCS CONVERSION TABLE

Item	BMC Work Area	BMC Activity	Form 2600—Question 18 IOCS Activity
1	Weigh & acceptance	Acceptance of mail from private mailer	18B Weighing Section Bulk Mail Verification
2	Inbound Dock	Unload van-bedloaded sacks	18B Other Platform Work
3	"	Unload van-bedloaded parcels	"
4	"	Unload van-machinable outsides (MO's)	"
5	"	Unload non-machinable outsides (NMO's)	"
6	"	Unload container of parcels or sacks from van	"
7	"	Level load top of containers	"
8	"	Unload hampers	"
9	"	Unload pallets	"
10	"	Container storage and movement	"
11	Container Dump	Tend pacu and sacu	18C Opening and dumping
12	C-2 or Hamper Dump	Induct hampers, pallets and misc. containers of loose parcels	"
13	Sack Shakeout	Shake out sacks (mixed parcels)	"
14	"	Process and transport empty sacks	18G Handling Empty Equipment
15	Sack Sorter	Face and key sacks or MO's	18D Combined Outgoing & Incoming Distribution
16	"	Tend missent/malfunction	"
17	"	Tend container loaders (NYB &FMC only)	"
18	"	Sort sacks and MO's onto I/H containers from roller table	"
19	Non-ZIP	ZIP Code sacks and MO's	18B-G Associated Operation
20	Primary Parcel Sorting Machine	Face parcels - cull damage, NMO's, MO's and IPPS	18D Combined Outgoing & Incoming Distribution
21	"	Key and induct parcel	"
22	"	Tend container loaders	"
23	"	Tend single sack chutes	"
24	"	Tend missent/malfunction	"
25	Secondary Parcel Sorting Machine	Face parcels	18D Incoming Primary Distribution
26	"	Key and induct parcel	"
27	"	Tend container loaders	"
28	"	Tend direct, rotary and 7th time share sack chutes	"
29	"	Tend missent/malfunction	
30	NMO Area	Sort NMO's	18D Combined Outgoing & Incoming Distribution
31	IPP (SPR) Area	Shake out IPP (SPR) sacks (manual)	18C Opening and Dumping
32	"	Sort IPP's (SPR's) (manual)	18D Combined Outgoing & Incoming Distribution
33	115 Area	Shake out sacks of third class (circs)	18C Opening and Dumping
34	"	Sort Circ bundles	18D Combined Outgoing & incoming Distribution
35	Non-ZIP	ZIP Code machinable parcels, NMO and IPPS	18B-G Associated Operation
36	Rewrap	Repair damaged parcels	18C Rewrap
37	LIM/Claims	Loose-in-the-Mails activities	18E Other Non-Accountable Work
38	Foreign	Sort outgoing foreign parcels	18D Outgoing Primary Distribution
39	Container Management	Control Distribution of empty containers on towlines	18G Handling Empty Equipment
40	Outbound Dock	Bedload sacks, machinable parcels, NMO and MOs into van	18B Other Platform Work
41	"	Load containers of sacks	"
42	"	Load hampers and pallets into van	"
43	"	Container storage and movement	"

417. The following exhibit relates activities performed at BMCs to Question 26 and is to be used to determine the Basic Function of the activities being performed.

Mail Originates within Service Area under	Mail is Destined for Service Area under	BMC Activity	Basic Function
Your BMC	Your BMC	Any work activity performed on a piece, sack, or container of mail prior to and including the primary (first) sort. This includes, but is not limited to, acceptance, unloading, preparation, and the primary sort itself.	Outgoing
		Any work activity performed after the primary sort. This includes, but is not limited to, the secondary sort, loading at the outbound dock, etc.	Incoming
	Another BMC	All work activities performed on a piece, sack, or container of mail.	Outgoing
Another BMC	Your BMC	All work activities performed on a piece, sack, or container of mail.	Incoming
	Another BMC	All work activities performed on a piece, sack, or container of mail.	Transit